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FM 9-24V5 ✓

IMPROVED HAWK MAINTENANCE CHIEF

MOS 24V
SKILL LEVEL 5



SOLDIER'S MANUAL

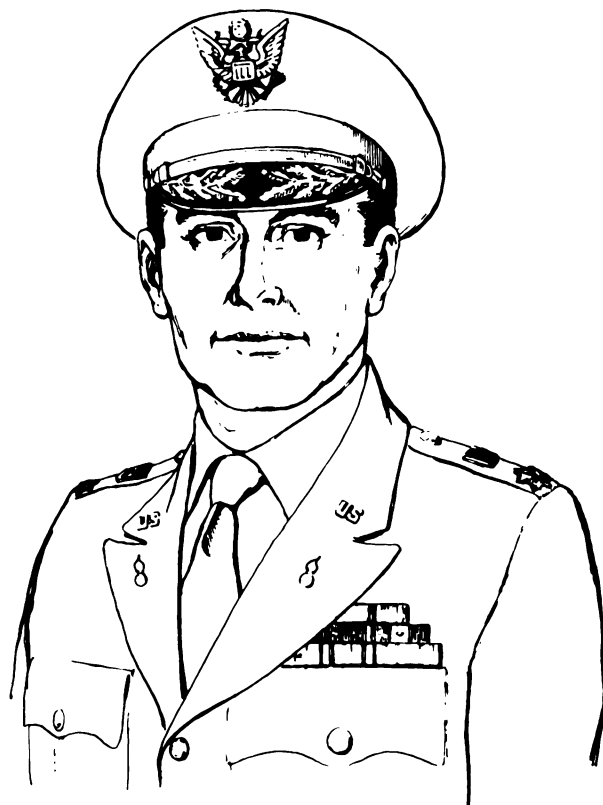
HEADQUARTERS, DEPARTMENT OF THE ARMY

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ATTENTION COMMANDER!

DISTRIBUTE THIS MANUAL TO EACH SOLDIER IN MOS 24V, SKILL LEVELS 4 AND 5; MOS 24C, SKILL LEVEL 4; MOS 24G, SKILL LEVEL 4; AND MOS 24E, SKILL LEVEL 4.

This Soldier's Manual lists and explains the tasks which a soldier must be able to do to be MOS qualified. By following the road map this manual provides, the soldier should progress readily to positions of responsibility according to individual aptitude and motivation.



Soldier's Manuals will be distributed at unit level, based upon assigned strength in the particular MOS and skill level. If you need more manuals for MOS study, libraries, or other training needs, send request for publication directly to the US Army Publication Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

Soldiers are responsible for keeping their individual manuals up-to-date. The manuals are designed to build one upon the other. Each skill level manual will fit one behind the other in a 3-ring binder. For example, Grades E1 through E4 should have Skill Level 1/2 manual; Grade E5 should have Skill Level 1/2 and 3 manuals; Grade E6 should have Skill Level 1/2, 3 and 4 manuals; and Grades E7, E8 and E9 should have Skill Level 1/2, 3, 4 and 5 manuals (as appropriate). The next higher manual tells what tasks the soldier must be able to do at the next skill level. In short, the soldier needs all manuals to the present skill level plus the next higher skill level manual.

When soldiers are promoted to E5, E6, E7, or E8, they must order their next higher skill level manuals directly from Commandant, US Army Missile and Munitions Center and School, ATTN: ATSK-DS-AS-P, Redstone Arsenal, Alabama 35809, and/or Commandant, US Army Air Defense School, ATTN: Extension Training Management Division, PO Box 5300, Fort Bliss, Texas 79916. Postage free order forms at the end of this manual are provided for this purpose.

This Soldier's Manual was prepared by the US Army Missile and Munitions Center and School.

E. A. Rudd
Colonel, Ordnance Corps
Commandant

RESERVE COMPONENT

ARMY NATIONAL GUARD – ARMY RESERVE



This page contains information for you, the Reserve Component soldier. This Soldier's Manual, as published, is representative of the critical tasks to be performed by the Active Army soldier in your MOS on equipment available in the Active Army inventory.

Most tasks in this manual apply to you without changes. Some tasks, however, may require modification due to different equipment, facilities and training time available to you. If your MOS is unique, reserve component task summaries may be added as insert pages. Each will be marked top and bottom "RESERVE COMPONENT." You will put these pages in your manual when you receive them.

By now, you are probably wondering why this special page. It is to inform you that due to time, this Soldier's Manual has not undergone the review process necessary to make it fit your job as a Reserve Component soldier as well as it fits your Active Army counterpart. Future publications of Soldier's Manuals will undergo the necessary review process. This manual will be included in that review and change sheets will be published and distributed to you. Meanwhile, you will be using this manual along with your Active Army counterpart.

Many tasks that you learned in Basic Combat Training (BCT) and Advanced Individual Training (AIT) are in this manual. Others are critical tasks that you are responsible for learning on your own. Training references and materials are available and can be provided to you through your unit. Your performance in your duty position will be based on your ability to do all the critical tasks in this manual. It is to your advantage to take the initiative NOW.

Field Manual
9-24V5

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 2 October 1978

IMPROVED HAWK MAINTENANCE CHIEF
MOS 24V, SKILL LEVEL 5

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Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to the specific page, paragraph, and line in the text in which the change is recommended. Provide reasons for each comment to insure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publication) and forwarded to:

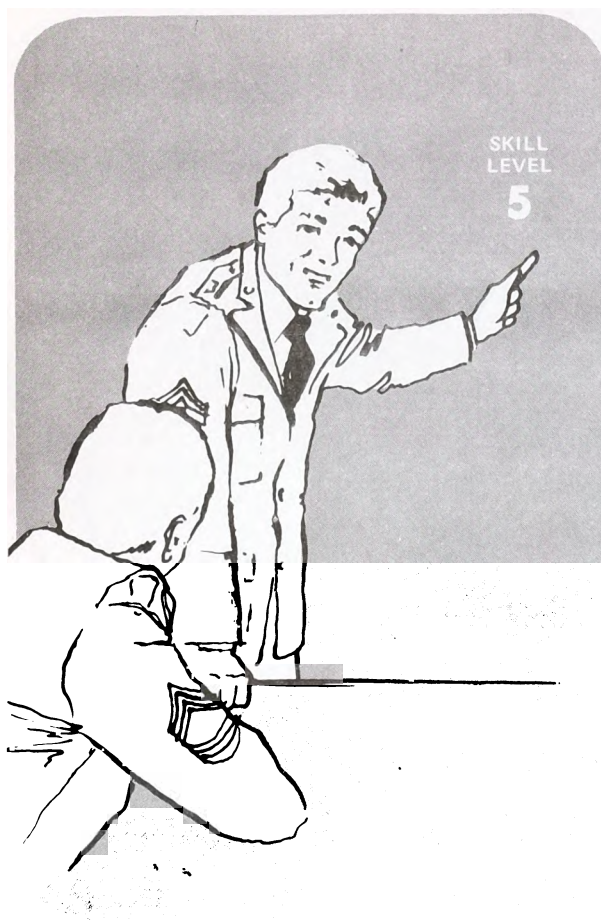
Commandant
US Army Missile and Munitions Center and School
ATTN: ATSK-TD-LS
Redstone Arsenal, AL 35809

**UNLESS OTHERWISE NOTED, THE
WORDS HE, HIM, ETC., REFER TO
BOTH MEN AND WOMEN.**

Chapter 1 INTRODUCTION



YOUR SOLDIER'S MANUAL FOR SKILL LEVEL 5



CONGRATULATIONS !

You have mastered all Skill Level 4 tasks for your MOS. Now you are ready to go another rung up the EPMS ladder to Skill Level 5. This manual tells you what you must know and what you must be able to do if you are to do a good job at Skill Level 5. If you are at Skill Level 4 use this manual to get ready for Skill Level 5. If you are now at Skill Level 5 use this manual to keep up your job skills.

FOUR CAREERS MERGE

A quick look at the career management field (CMF) progression chart, p 1-5, shows the four MOS's that feed into MOS 24V50, Improved HAWK Maintenance Chief:

- MOS 24C40, Improved HAWK Firing Section Mechanic
- MOS 24E40, Improved HAWK Fire Control Mechanic
- MOS 24G40, Improved HAWK Information Coordination Control Mechanic
- MOS 24V40, Improved HAWK Maintenance Chief

DUTY POSITIONS

FIRST SERGEANT or MAINTENANCE SUPERVISOR

At Skill Level 5, you can work in either of these two duty positions. The complexity of these jobs demands organizational, administrative, and planning tasks as well as maintenance oriented tasks.

At any E-8 duty position you must be able to perform, train, monitor and evaluate the training of all individual tasks in all lower skill levels.

PREPARATION

To help get ready for your next SQT you should:

- Study and monitor all tasks in this manual.
- Try to attend the Sergeants Major Academy or to take the non-resident course.
- Take correspondence courses in areas where you need help.
- Learn which tasks your repairers do. Use the order form in appendix B to order their Soldier's Manuals.

PROMOTION

To be promoted to E-8, you must:

- Get a qualification score of 80 percent on SQT 5.
- Be able to do all Skill Level 1, 2, 3 and 4 tasks in your progression path.
- Get a good Senior Enlisted Evaluation Report.
- Have the required Time in Service.
- Have the required Time in Grade.



YOUR SOLDIER'S MANUAL

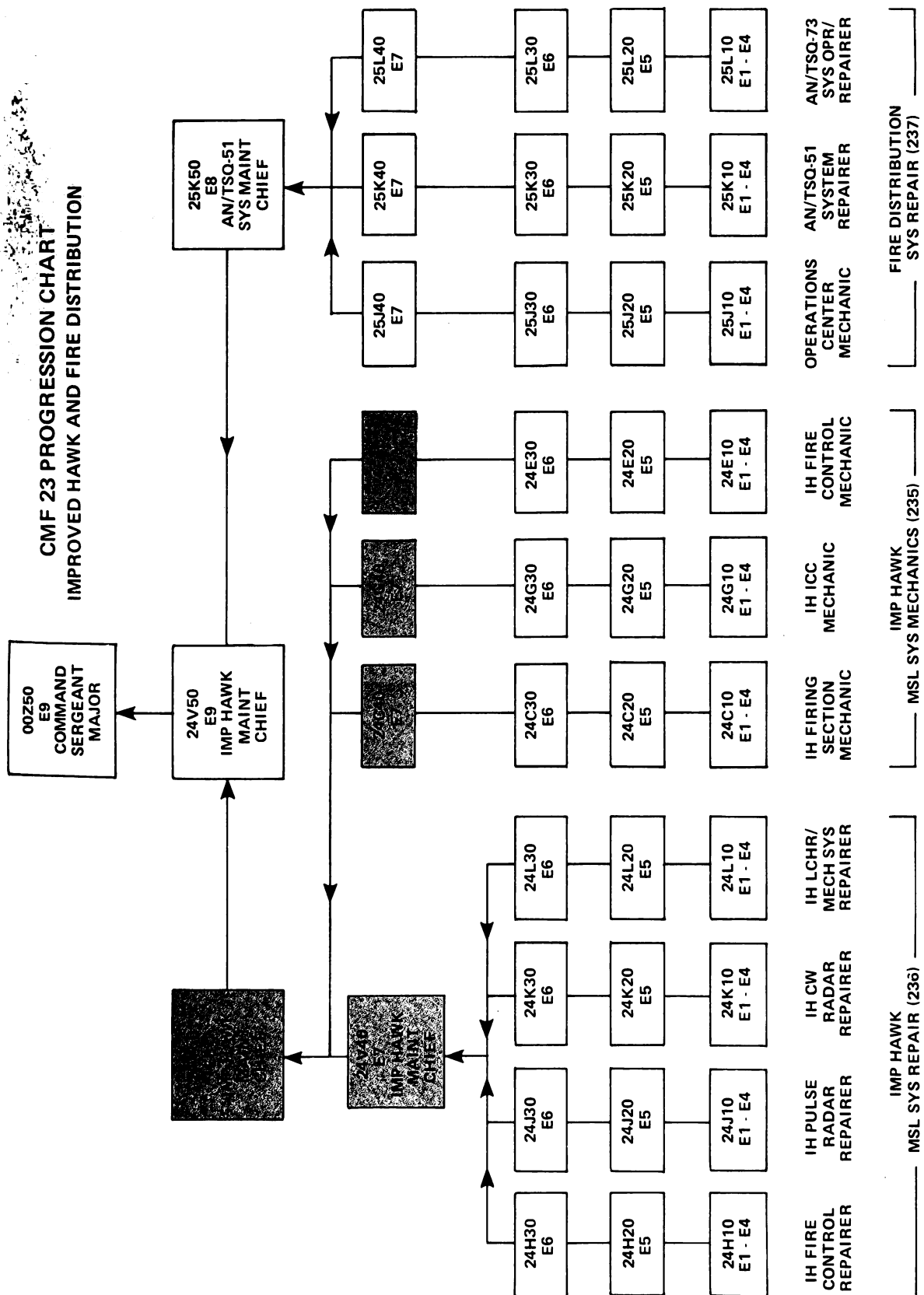
Your Skill Level 5 Soldier's Manual builds on your Skill Levels 1, 2, 3 and 4 Soldier's Manuals. Put this manual in a three-ring binder behind your other manuals.

This manual has two kinds of tasks:

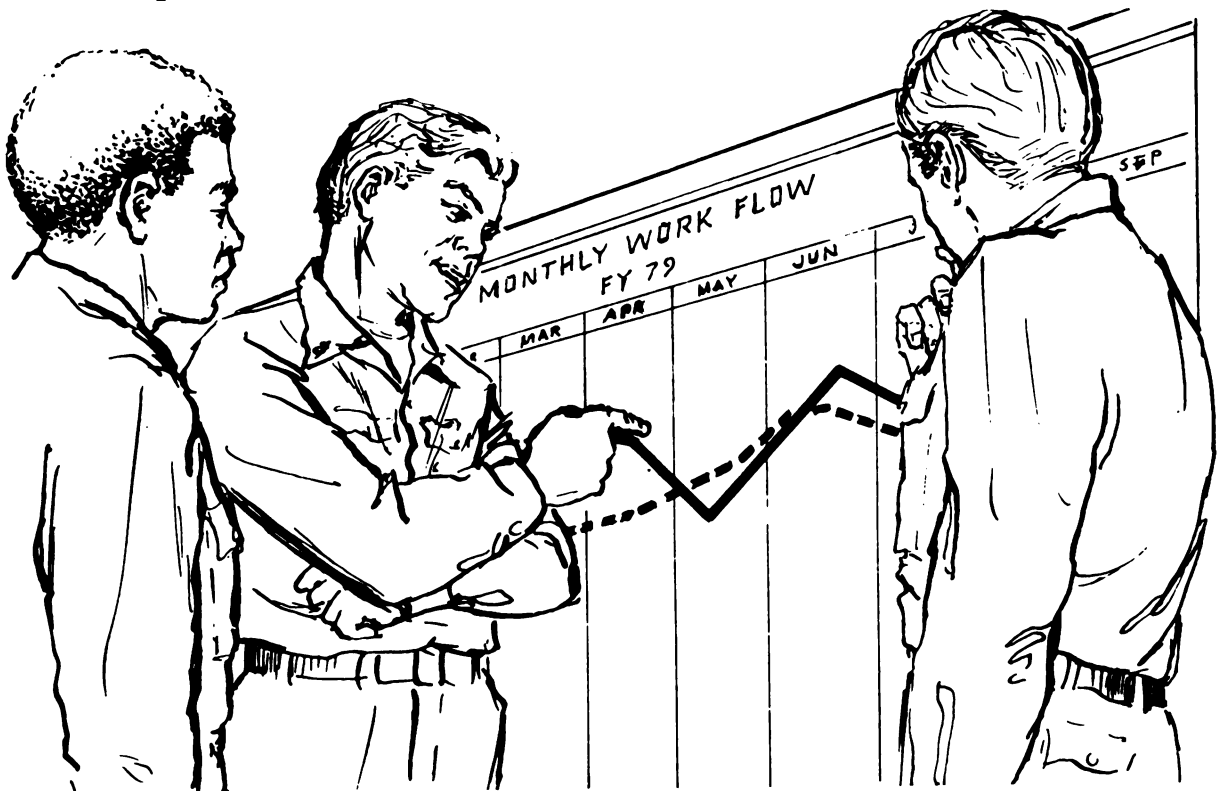
- **COMMON TASKS:** Common tasks for all Skill Level 5 soldiers in this MOS are in chapter 2.
- **DUTY POSITION TASKS:** Duty position tasks for First Sergeants and Maintenance Chiefs are in chapter 3.

To learn your tasks, study this manual. Attending the Sergeants Major Academy also helps you learn these tasks, as well as others. Check with your supervisor to see if you qualify. If DA doesn't select you to go, take the non-resident Sergeants Major course.

CMF 23 PROGRESSION CHART
IMPROVED HAWK AND FIRE DISTRIBUTION



Chapter 2 COMMON TASKS



TASKS FOR SKILL LEVEL 5

TASKS FOR ALL IMPROVED HAWK MAINTENANCE CHIEFS

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093-425-5001

REVIEW REFERENCE LIBRARY

CONDITIONS: Review the reference library. Use DA Pamphlets 310-1, 310-2, 310-3, and 310-4.

STANDARDS: Standard is met when you do the following:

1. Make sure publications are on hand or on order.
2. Make sure the available publications are up-to-date.
3. Make sure that publications are available to any person who needs them.

PERFORMANCE MEASURES:

1. The reference library is important in the administration, training, maintenance, and materiel readiness programs of a unit. Army regulations, pamphlets, circulars, field manuals, training circulars, technical manuals, and other publications which support any of the above programs are kept in the reference library. Make a review of the library every three months. Make sure that reference materials are complete, current and available to personnel who need them. So that corrective action can be taken, if needed, the review should make sure that:
 - a. All the needed publications are on hand or on order (See Performance Measure 4 in Task No. 093-425-5002, Establish/Review Pinpoint Publications Accounts to determine your unit's requirements.)
 - b. All publications are up-to-date.
 - c. The library is located where the soldier can get to it easily.
2. The checklist in Figure 1 was developed to help you with this task. It lists the most common faults found in any reference library. Local policies and SOP's may be used for additional guidance on how to review and inspect a reference library.

093-425-5001 (continued)

REFERENCE LIBRARY CHECKLIST		
1. Do you have all indexes (DA PAM 310 Series)?	☐ Yes	☐ No
2. Are your indexes up-to-date?	☐ Yes	☐ No
3. Are the publications filed in numerical order?	☐ Yes	☐ No
4. Have you withdrawn, superseded, or rescinded those publications which are no longer current?	☐ Yes	☐ No
5. Do you have the current TOE or TDA for your unit?	☐ Yes	☐ No
6. Are all changes filed and/or posted to the publications?	☐ Yes	☐ No
7. Do you have all needed administrative publications?	☐ Yes	☐ No
8. Do you have all needed training publications?	☐ Yes	☐ No
9. Do you have all needed maintenance publications?	☐ Yes	☐ No

Figure 1.

REFERENCES:

AR 310-1, Publications, Blank Forms, and Printing
Managements

DA Pam 310-10, Guide for Publications Supply Personnel

DA Pam 310-13, Posting and Filing Publications

093-425-5002

ESTABLISH/REVIEW PINPOINT PUBLICATIONS ACCOUNTS

- CONDITIONS: Establish and maintain accurate pinpoint publications accounts. You need DA Pamphlet 310-10 (Guide for Publications Supply Personnel), and two DA Forms from the 12 Series (Publications Requirements, and Request for Establishment of Publication Account).
- STANDARDS:
1. Set up a publications account.
 2. Determine what publications are needed to support your unit's mission.
 3. Make sure that the publications you ask for apply to your level of operation.
 4. Make sure that any change in your unit's publications needs are changed on the existing subscription forms.
- PERFORMANCE MEASURES:
1. PINPOINT DISTRIBUTION. Pinpoint distribution is a method for initial distribution and resupply of publications directly from one of the two US Army Adjutant General Publications Centers (USAAGPC) to your organization and other units worldwide. This method is based on the use of requirements or subscription forms (DA Form 12 Series). These forms list types of publications such as administrative, doctrinal, technical and supply, by title, number, subject matter, or equipment covered.
 2. HOW TO ESTABLISH AN ACCOUNT. To get your unit on pinpoint distribution you must establish an account, just as you would do if you were opening a charge account with a commercial firm. Each organization which needs publications must establish a publications account at one or both Publications Centers. The account number which identifies your organization is very important in all transactions with the Publications Centers. Additional information on how to establish an account is discussed below.
 - a. All elements of the Active Army, down to and including company/battery/detachment level can establish an account(s). State adjutants general and selected reserve component units can establish a publications account subject to the following:
 - (1) The organization must have adequate storage space and properly cleared

093-425-5002 (continued)

personnel who can receive and safeguard classified material up to and including Secret NOFORN.

- (2) Requests by companies, batteries, and detachments must be approved by their next high headquarters.

- b. To establish an account for your unit, you must fill out a DA Form 12, Request for Establishment of a Publications Account. Instructions for completing DA Form 12 are on the back side of the form and in DA Pam 310-10. If publications are needed from both Publications Centers, a separate DA Form 12 must be submitted to each center. DA Form 12 must be sent to the USAAGPC before or at the same time as the initial submission of a pinpoint subscription form.

- (1) Requests for publications accounts from companies, batteries, and detachments must be approved by their higher headquarters.
- (2) When a USAAGPC receives and approves a DA Form 12, they assign a new account number and you must use the number every time you correspond with the center which assigned the number.

- c. Each USAAGPC is responsible for different publications as explained below.

- (1) The Baltimore Publications Center provides worldwide distribution and resupply service for administrative and training publications, recruiting material, and civil defense publications.

U.S. Army Adjutant General Publications
Center
2800 Eastern Boulevard
Baltimore, Maryland 21220

- (2) The St. Louis Publications Center provides worldwide distribution and resupply service for technical and supply publications.

U.S. Army Adjutant General Publications
Center
1655 Woodson Road
St. Louis, Missouri 63144

093-425-5002 (continued)

3. **SUBSCRIPTION FORMS.** The subscription forms listed below are the minimum that a company/battery or battalion needs to establish an account. Instructions for filling out DA Forms are on the back side of each form and in DA Pam 310-10.

a. Company/battery level requirements are as follows:

DA FORM NUMBER	TITLE
12-4	Requirements for DA Administrative Publications, Other Than Regulations and Circulars
12-9A	Requirements for Department of the Army Unclassified Administrative Publications (ARs, CIRs, PAMs)
12-9B	Requirements for Department of the Army Administrative Publications (ARs, CIRs, PAMs)
12-11A	Requirements for Army Doctrinal Publications (FMs)
12-12	Requirements for Tables of Organization and Equipment and Training Publications
12-32	Requirements for Army Missile, Rocket and Air Defense Fire Distribution Systems Publications
12-37	Requirements for DA Operation and Maintenance Literature Applicable to Combat Vehicles for Organizational Support
12-38	Requirements for Army Automotive Publications—Trucks
12-51	Requirements for Army Field Radio Equipment Technical Publications

b. Additional requirements for battalion level are as follows:

DA FORM NUMBER	TITLE
12-8	Requirements for Allied Communication Publications and Joint Army, Navy, Air Force Publications
12-21	Requirements for Federal and DA Supply Catalogs
12-28	Requirements for DA Chemical Equipment Publications
12-40	Requirements for Army Artillery, Small Arms, and Conventional Ammunition Technical Publications

- c. Do not request publications higher than your unit's level of operation. A company/battery should not request publications applicable to battalion level or higher unless authorized by the major commands as necessary to carry out the mission.

093-425-5002 (continued)

4. HOW TO DETERMINE PUBLICATION NEEDS. You must first learn your unit's mission, tasks, capabilities, strength, and know what weapons and equipment your unit has and what weapons and equipment your unit supports. Study carefully the appropriate publication indexes (DA Pam Series) and make a list of those that apply to your unit. Use the following sources to make a complete list.
 - a. Army Training and Evaluation Program (ARTEP) will help you decide which publications are needed to support collective training.
 - b. The various Soldier's Manuals will help you decide which publications are needed to support individual training.
 - c. Your unit's TOE, TDA, or MTDA will help you decide which maintenance publications are needed.
 - d. The local Inspector General's office may be able to give you a list of all administrative publications.
 - e. Higher headquarters can also help you to determine your publication needs.
5. HOW TO MAINTAIN AN ACCURATE ACCOUNT. After an account has been established, a review is needed every 6 months to keep the account up-to-date. If you find any changes, take steps to correct the account as soon as possible. Two major areas that will help you maintain an up-to-date account are discussed below.
 - a. As a result of the periodic review, a change in your unit's TOE, TDA, MTDA, or other actions, there may be changes in your publications needs. These changes must be shown on your existing subscription forms. These changes may be a need for a series of publications not ordered before an increase or decrease in number of copies needed, or cancellation of a previously established requirement.
 - b. The same subscription form (DA Form 12 Series) on which your publications needs were originally noted are used for changes. Up-dated requirements are entered in the blocks for which an addition, change, or deletion is being made.

093-425-5002 (continued)

- c. Changes to the subscription form (DA Form 12 Series) which affect your account are as follows:
- (1) New and Revised Forms. If new categories of publications are added to the pinpoint distribution or if changes are made in the publications system, new or revised subscription forms are issued. These actions are announced in DA circulars or letters from the Publication Centers. Commanders review each new or revised form promptly to determine if they have a need for the publications listed. If copies are needed the form is filled out and returned to USAAGPC by the specified date.
 - (2) Write-in Items. Use the WRITE-IN method to keep subscription forms current between revisions. If new publications are scheduled to be issued but are not listed on a form, they are announced in a DA circular or a USAAGPC letter which has instructions for writing-in the item on the appropriate form. Commanders send these write-in requirements to USAAGPC as instructed by the announcement.
 - (3) Nonreceipt of Initial Distribution. If you learn that a USAAGPC has made distribution of a publication which is needed by your organization but was not received, use DA Form 17, Requisition for Publications and Blank Forms, to order the publication. If nonreceipt was because a subscription had not been submitted for that category of publication and if you still have a need for the publication, fill out a new subscription form or make a change to your current subscription form and send it with your order to the USAAGPC.

REFERENCES: DA Pam 310-10, Guide for Publications Supply Personnel

093-425-5003

ASSIGN THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS)
NUMBERS TO CORRESPONDENCE

- CONDITIONS:** Assign a TAFFS number to all correspondence which is to be filed. Use AR 340-2 and AR 340-18-1.
- STANDARDS:**
1. Determine the TAFFS number for all documents which are to be filed.
 2. Make sure that the correct file number is posted on each document.
- PERFORMANCE MEASURES:**
1. **THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS):** TAFFS is a system for identifying and arranging Army records to make maintenance and disposition easier. TAFFS divides all documentation into 15 major categories. (See Figure 1). AR 340-18-1 through AR 340-18-5 has all information on records which belong to these 15 major functional categories. TAFFS makes sure that:
 - a. Papers without any reference value are not filed.
 - b. Papers needed for reference are filed so that they can be easily located.
 - c. Papers no longer needed for reference are removed from the current files area (CFA).
 2. **UNIT FUNCTIONAL FILES SYSTEM (AR 340-2):** The Unit Functional Files System prescribed in AR 340-2 is a modification of TAFFS as outlined in the AR 340-18 series. The Unit Functional Files System covers only 9 of the 15 major functional categories. You are primarily concerned with Appendixes A and C of AR 340-2.
 - a. Appendix A of AR 340-2 has a complete listing of files series usually kept by units below division level. It is divided into nine sections. Each section covers a major functional category of files (see Figure 1) broken down as follows:
 - (1) Sections I through V covers categories 1 through 5.
 - (2) Section VI covers category 7.
 - (3) Section VII covers category 10.
 - (4) Section VIII covers category 11.
 - (5) Section IX covers category 14.

093-425-5003 (continued)

Army Regulation	Major functional category	AR 340-2 Section No. in Appendix A	AR 340-2 functional category number
340-18-1	Office Housekeeping	I	1
340-18-2	Planning, Programing, Management, Historical and Combat Development	II	2
340-18-3	Finance and Fiscal	III	3
340-18-4	Legal and Information	IV	4
340-18-5	Intelligence, Security, Military Police, and Mapping	V	5
340-18-6	General Personnel Management, Safety	None	None
340-18-7	Military Personnel	VI	7
340-18-8	Civilian Personnel	None	None
340-18-9	Medical	None	None
340-18-10	Training and Education	VII	10
340-18-11	Communications	VIII	11
340-18-12	Transportation	None	None
340-18-13	Research and Development	None	None
340-18-14	Logistics	IX	14
340-18-15	Facilities	None	None

Figure 1.

b. Appendix C of AR 340-2 lists files kept by units below division level. It is divided into the two parts described below:

- (1) Part I - Files which are normally kept by most offices. This part lists the files series included in major functional category 1. Every office of record maintains some records under major functional category 1 - Office Housekeeping.
- (2) Part II - Files maintained in battalions, groups, brigades, regiments, and comparable units. Included in this part are the files series normally maintained by certain organizations or offices. Every separate listing is preceded by the sentence, "Use any or all file numbers in Part I of this appendix which might be needed." Part II

093-425-5003 (continued)

shows the basic staff sections and the major functional categories which they use. This breakdown is as follows:

- (a) S1 (Personnel, Administration, and Legal Matters): Major functional categories 1, 2, 4, 7, 11, and 14.
- (b) S2 (Intelligence, Security, Safety, and Central Classified Files): Major functional categories 1, 5, and 7.
- (c) S3 (Operations and Training): Major functional categories 1, 2, and 10.
- (d) S4 (Supply Office): Major functional categories 1 and 14.
- (e) Communications Office: Major functional categories 1 and 11.

3. HOW TO ASSIGN TAFFS NUMBERS TO CORRESPONDENCE.

- a. To find a given subject's TAFFS number an example is given from the S2 area but the same procedures apply for any duty section or subject area. Assume that the S2 section receives a disposition form (DF) entitled security briefing and debriefing. To file this DF you must first assign a TAFFS number to the DF.
- b. To assign a TAFFS number to correspondence you must:
 - (1) Determine the major functional categories used by the staff section. Look at Appendix C, AR 340-2. You will find that the S2 section uses only major functional categories 1, 5, and 7.
 - (2) Determine which of these functional categories the subject of the DF comes under. To find the functional category look in Appendix A, AR 340-2 and look for the categories used by your section (See Figure 1). (In this example you know that categories 1, 5 and 7 relate to S2 functions.) Each functional category is a broad subject area about a variety of subjects. Find which area the subject of the document pertains to. For example, security briefing and debriefing would

093-425-5003 (continued)

logically fall under the major functional category of intelligence, security, military police and mapping. (See Figure 2.)

Army Regulation	Major functional category	AR 340-2 Section No. in Appendix A	AR 340-2 functional category number
340-18-5	Intelligence, Security, Military Police and Mapping	V	5

Figure 2. Functional category listed in Appendix A, AR 340-2.

- (3) Determine the File Number. After the major functional category has been determined, the task of finding the file number is easy. Figure 2 shows that a subject in the major functional category of intelligence, security, military police, and mapping is in section V of Appendix A and is in functional category 5. Now turn to section V of Appendix A and look through the listed subjects, actions, processes, and so forth, until you find the subject which you are trying to file. The subject of security briefing and debriefing is listed the same as in Figure 3. From this you can see the file number is 5-01.

093-425-5003 (continued)

Section V. INTELLIGENCE, SECURITY, MILITARY POLICE, AND MAPPING FILES

The files described in this section relate to actions taken to safeguard defense information, investigate crimes, and to protect facilities against hazards.

File No.

5-01	Security briefing and debriefing files. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing and debriefing statements, certificate, and directly related documents.	Destroy one year after debriefing or obsolescence.
5-02	Security classification files. Documents relating to the administration of a security classification or regrading system involving the classification or downgrading of documents, including correspondence or memorandums on downgrading and reports on security classification.	Office responsible for declassification and downgrading: Permanent, cut off annually. Other offices: Destroy after three years or if discontinued, whichever is first.

Figure 3.

- (4) Posting File Numbers. When the file number has been found to be 5-01, use a pencil to write the file number lengthwise in the right margin of the document. (See Figure 4.) The file number makes it easy to put the document back into its correct file position if it is removed for reference.

093-425-5003 (continued)

DISPOSITION FORM		
TO: (Name and Title)	FROM: (Name and Title)	DATE: (Month, Day, Year)
1. To be used for the disposition of records of the Army, Navy, Air Force, Marine Corps, and Coast Guard. 2. To be used for the disposition of records of the Army, Navy, Air Force, Marine Corps, and Coast Guard. 3. To be used for the disposition of records of the Army, Navy, Air Force, Marine Corps, and Coast Guard.		
<i>L. M. Schipfman</i> Major General, USA Adjutant General's Office		
DA FORM 2496		

1001-0790K

Figure 4. Posting file numbers.

REFERENCES:

- AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
- AR 340-18-1, The Army Functional File System-General Provisions
- AR 340-18-2, Maintenance and Disposition of Planning, Programing, Management, Historical and Combat Development Functional Files
- AR 340-18-3, Maintenance and Disposition of Finance and Fiscal Functional Files
- AR 340-18-4, Maintenance and Disposition of Legal and Information Functional Files
- AR 340-18-5, Maintenance and Disposition of Intelligence, Security, Military Police, and Mapping Functional Files

093-425-5004

REVIEW FUNCTIONAL FILES

CONDITIONS: Review the unit's functional files and local administrative SOP to make sure the unit's current file area (CFA) is maintained properly. Use Army Regulations 340-2 and 340-18-1.

STANDARDS: Make sure that the CFA is maintained in accordance with (IAW) the procedures outlined in AR 340-2 and AR 340-18-1.

PERFORMANCE MEASURES: 1. Review the files. Files in the current file area (CFA) must be reviewed at the end of each fiscal year and each calendar year. The CFA may be reviewed more often if necessary. As a minimum, review the files by checking the following areas:

a. Format of folders.

- (1) File labels. Review file labels to make sure that each label has the file number, title and precise disposition instructions. Figure 1 is an example of a correctly prepared label.

5-01 Scty Bfg and Debfg Files (75)
COFF 30 Jul 75, DEST jul 76

5-01 – File Number: Represents the major functional category and the specific process.

Scty Bfg and Debfg Files. File Title: Words abbreviated by AR 310-50.

Disposition Instructions: Retention period, "Destroy after 1 year," interpreted by paragraph 5-3, AR 340-2.

Figure 1. File label.

- (2) Position of label on the folder. Review file folders to make sure that the label is placed correctly on each folder. File folder labels show where the files are kept. The label is typed or printed and placed on the folder in one of three places.

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The position of the label shows where the contents of the files will be disposed of finally. Figure 2 shows the different label positions.

- (a) The first or extreme left position shows that the documents are destroyed or salvaged in the CFA.
- (b) The second or center position shows that the documents are moved to a Records Holding Area (RHA).
- (c) The third or extreme right position shows that the documents are retired and sent (usually by RHA) to an appropriate CONUS records center for retention and later destroyed or shipped to the National Archives.

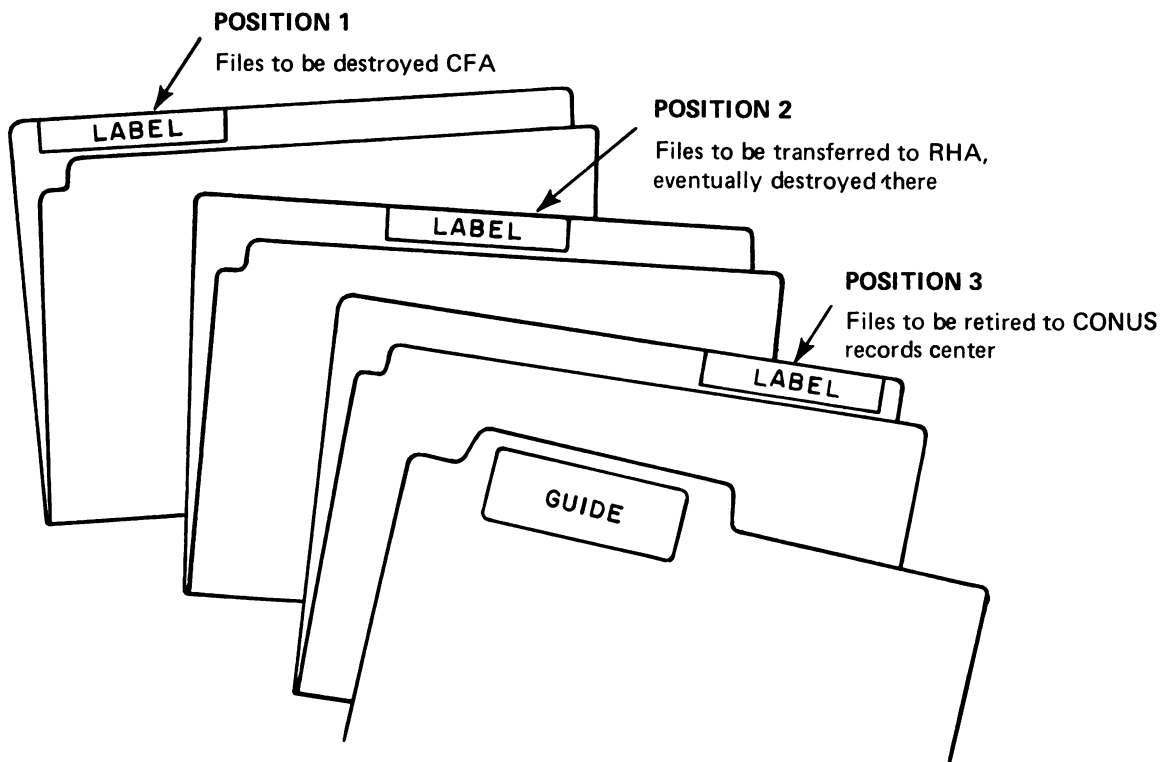


Figure 2. File folder labeling.

093-425-5004 (continued)

Section V. INTELLIGENCE, SECURITY, MILITARY POLICE, AND MAPPING FILES

The files described in this section relate to actions taken to safeguard defense information, investigate crimes, and to protect facilities against hazards.

File No.

5-01	Security briefing and debriefing files. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing and debriefing statements, certificate, and directly related documents.	Destroy one year after debriefing or obsolescence.
5-02	Security classification files. Documents relating to the administration of a security classification or regrading system involving the classification or downgrading of documents, including correspondence or memorandums on downgrading and reports on security classification.	Office responsible for declassification and downgrading: Permanent, cut off annually. Other offices: Destroy after three years or if discontinued, whichever is first.

Figure 3. Extract of Section V, Appendix A, AR 340-2.

- b. Files Disposition. In addition to reviewing the folder for label position, review the folder to make sure that it has the correct disposition instructions on the folder label.
 - (1) Disposition instructions are listed in each of the nine sections of Appendix A, AR 340-2. (See Figure 3.) These specific disposition instructions are typed on the folder. (See Figure 2.) Files may be disposed of in any of the three ways discussed.
 - (2) The procedures for applying the disposition instructions are listed in Section II, AR 340-18-1. Using file 5-01 for an example, the disposition instructions are "Destroy 1 year after debriefing or obsolescence." (See Figure 4.)

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PROCEDURES FOR APPLYING DISPOSITION INSTRUCTIONS – SECTION II, AR 340-18-1

EXTRACT PORTIONS

ONE YEAR Cut off at the end of the calendar year or fiscal year, hold one year in the current files area, and then destroy.

EXAMPLES: COFF 31 Dec 75, Dest, Jan 77
(CY Files)

COFF 30 Jun 75, Dest, Jul 76
(CY Files)

Figure 4. Extract Portion Section II, AR 340-18-1

- c. Existence of unnecessary papers. Review the files for completeness and to eliminate any unnecessary material. Destroy all unnecessary papers such as envelopes, routing slips, unused drafts, extra copies, and other similar papers.
- d. Files appearance. Review the files for appearance. This includes:
 - (1) Fastening file papers. If a document has more than one page, staple the pages together. Prong fasteners or compressors should be used only when absolutely necessary.
 - (2) File folders. If a folder exceeds 3/4 inch make another folder.
 - (3) File drawers. File drawers should be packed to make reference easy. If files are too tightly packed, review the files to learn if any files can be moved early to the RHA so there will be more space for current files. Label the front of each file drawer to show what files are inside.
- e. Reference Publications. Review references for the following:
 - (1) Reference publications maintained. Current files areas never maintain files for all 15

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1. Is one person assigned responsibility for the files?	☐ Yes	☐ No
2. Is a list of file numbers prepared for office and activities?	☐ Yes	☐ No
3. Is the file number posted on papers at the time of filing?	☐ Yes	☐ No
4. Are standard file supplies (folders, labels, etc.) used?	☐ Yes	☐ No
5. Are folder label positions correct?	☐ Yes	☐ No
6. Are guide positions correct?	☐ Yes	☐ No
7. Are new file folders prepared when material exceeds ¾-inch capacity?	☐ Yes	☐ No
8. Are prong fasteners used only where authorized and needed?	☐ Yes	☐ No
9. Have all eligible files been transferred to the records holding area?	☐ Yes	☐ No
10. Are there any files that could be transferred to the records holding area prematurely to provide more space for current files?	☐ Yes	☐ No
11. Have all files been retired that should be retired?	☐ Yes	☐ No
12. Are reference papers being filed in excess of actual needs?	☐ Yes	☐ No
13. Are file drawers used for supply publications, blank forms, personal items, or office supplies?	☐ Yes	☐ No
14. Are file drawers too tightly packed for easy reference?	☐ Yes	☐ No
15. Is the reference set of publications posted?	☐ Yes	☐ No
16. Are reference publications maintained on a need-to-know basis?	☐ Yes	☐ No
17. Are only current Army regulations maintained?	☐ Yes	☐ No
18. Is a chargeout system in effect?	☐ Yes	☐ No
19. Are the disposition instructions correctly affixed to folder labels?	☐ Yes	☐ No
20. Is the files plan current?	☐ Yes	☐ No
21. Is the functional files system used for all files (except TOP SECRET)?	☐ Yes	☐ No
22. Is nonstandard files equipment on hand? If so, was it processed properly for authorization?	☐ Yes	☐ No
23. Is copying equipment on hand? If so, was it processed properly for authorization?	☐ Yes	☐ No
24. Is the front of each file drawer labeled to show what files it contains?	☐ Yes	☐ No
25. Does the layout of the files room permit the main workflow to follow a straight line, with a minimum of travel, backtracking, and cross movement?	☐ Yes	☐ No

Figure 5. Files checklist.

093-425-5004 (continued)

major functional categories. An office or section maintains files only for those functional categories which the organization does in accomplishing its mission. (Functional categories are discussed in Task No. 093-425-5003, Assign the Army Functional File System (TAFFS) Numbers to Correspondence.)

(2) Reference Posting. Use the latest Army regulations to post changes.

2. Procedures Checklist. No one should attempt to review or maintain files without referring to the applicable regulation. Offices which maintain files must follow instructions in AR 340-2 or AR 340-18-1. Figure 5 is a recommended checklist that may be used to review and to maintain files correctly.

REFERENCES:

- AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
- AR 340-18-1, The Army Functional File System-General Provisions

093-425-5005

DISPOSE OF FILES

CONDITIONS: Dispose of files in your unit's current file area (CFA). Use Army Regulations 340-1 and 340-2.

STANDARDS:

1. Identify and select documents to be destroyed, salvaged, transferred or retired.
2. For documents to be transferred or retired fill out Standard Form (SF) 135 and, as needed, pack files for shipment to the Records Holding Area (RHA).
3. Destroy or salvage those files marked for destruction or salvage.

PERFORMANCE MEASURES: FILES DISPOSITION PROCEDURE IN CURRENT FILE AREAS (CFA):

1. Disposal Procedures. Label each file folder to show the date when it must be cutoff and when it must be removed from the CFA for destruction, salvage, transfer, or retirement.
(Content and preparation of the label is discussed in Task No. 093-425-5004, Review Functional Files.)
2. Destruction or Salvage. Material in folders labeled in the first (left of center) position are destroyed or turned-in for salvage at the times shown on the labels. Correct procedures for destruction and salvage of files are outlined in your unit's administrative SOP.
3. Transfer or Retirement. Files with labels placed in the second (center) or third (extreme right) position are transferred or retired at the times shown on the labels. When you have determined which files are to be transferred or retired, prepare a list of these records and coordinate their shipment with the receiving activity. Then pack and ship the records.
4. Prepare a SF 135, Records Transmittal and Receipt. When you transfer or retire records from the CFA, fill out a SF 135. Paragraph 5-6, AR 340-1, has detailed instructions for filling out the form. The following is a brief summary of the requirements:
 - a. When the list of documents is longer than two pages, fill out SF 135A, Records Transmittal and Receipt (Continuation).

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- b. Send the original and one carbon copy of the SF 135 and, if applicable, the SF 135A to the RHA.
 - c. The SF 135 is used by the unit to transfer or retire files. SF 135 is also the way in which RHA controls the location and disposition of files.
 - d. The SF 135 is a receipt for records that are being transferred or retired. The duplicate copy is signed and returned to you for your receipt.
 - e. A separate SF 135 is not necessary for each box of records in one shipment. However, a separate transmittal form must be prepared for classified and For Official Use Only (FOUO) material.
5. Packing and Shipping Files. Instructions for packing and shipping files are in AR 340-1 and 340-2. No one should try to pack and ship files without referring to the applicable regulation. Procedures outlined in AR 340-1 and 340-2 standardize the shipping of files so that the least amount of money is spent. Files are arranged so future reference will be easy. The broad requirements for packing and shipping files are outlined below.
- a. Packing of Unclassified Records, Section III. "Packing Procedures", Chapter 5, AR 340-1, governs the arrangement and packing of unclassified files for transfer to the RHA and retirement to CONUS records centers.
 - (1) Authorized Container. Standard fiberboard box (15 X 12 X 10-inches) containers are used by units to transfer records to the RHA. (See Figure 1.)
 - (2) General Arrangement Specifications. A box container should be filled with only one row of file folders. When files are transferred to the RHA they are arranged in numerical sequence by section. File dividers are used to separate files in different sections. A standard folder may be used in place of file dividers.

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- (3) **Arrange in Fiberboard Boxes.** Letter and legal-size files are packed in 15 X 12 X 10-inches fiberboard boxes. (See Figure 1.) Fill boxes to capacity but do not pack so tightly that files cannot be serviced. Place crumpled or wadded paper or other suitable packing material between the files to fill any empty space so the contents will not move during shipment. Do not use excelsior, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

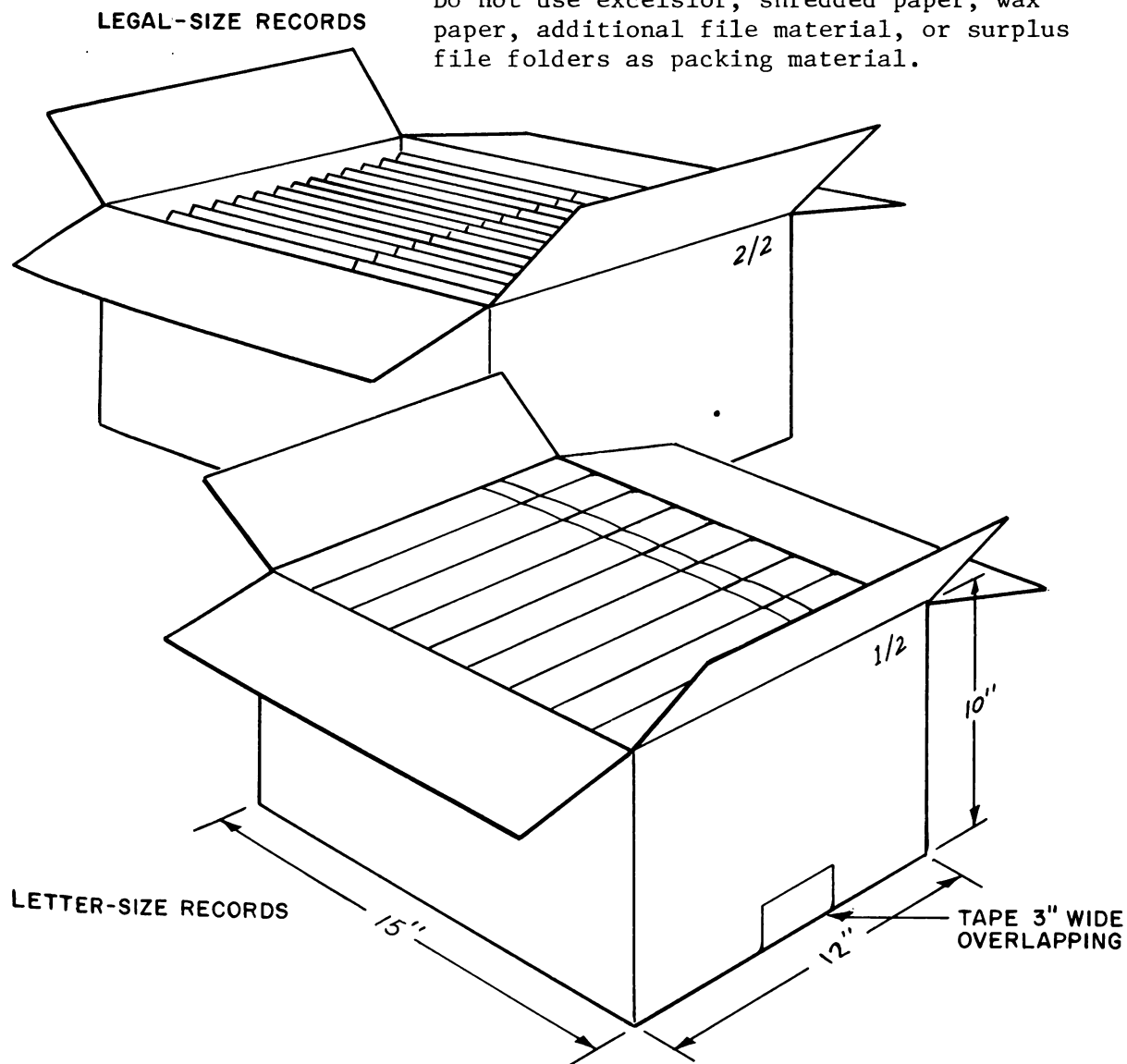


Figure 1. Packing arrangements for records transfer or retirement.

093-425-5005 (continued)

- b. Packing of Classified Records. How to pack and ship classified records is described in AR 340-1. Protect classified material as outlined in AR 380-5. Check with RHA before shipping any classified files.
- c. Close and Seal Fiberboard Boxes. Close and tape the bottom of each box with gummed draft paper, 3-inches wide and overlay not more than 2 inches on each end. Secure the top of each box as shown in Figure 2.

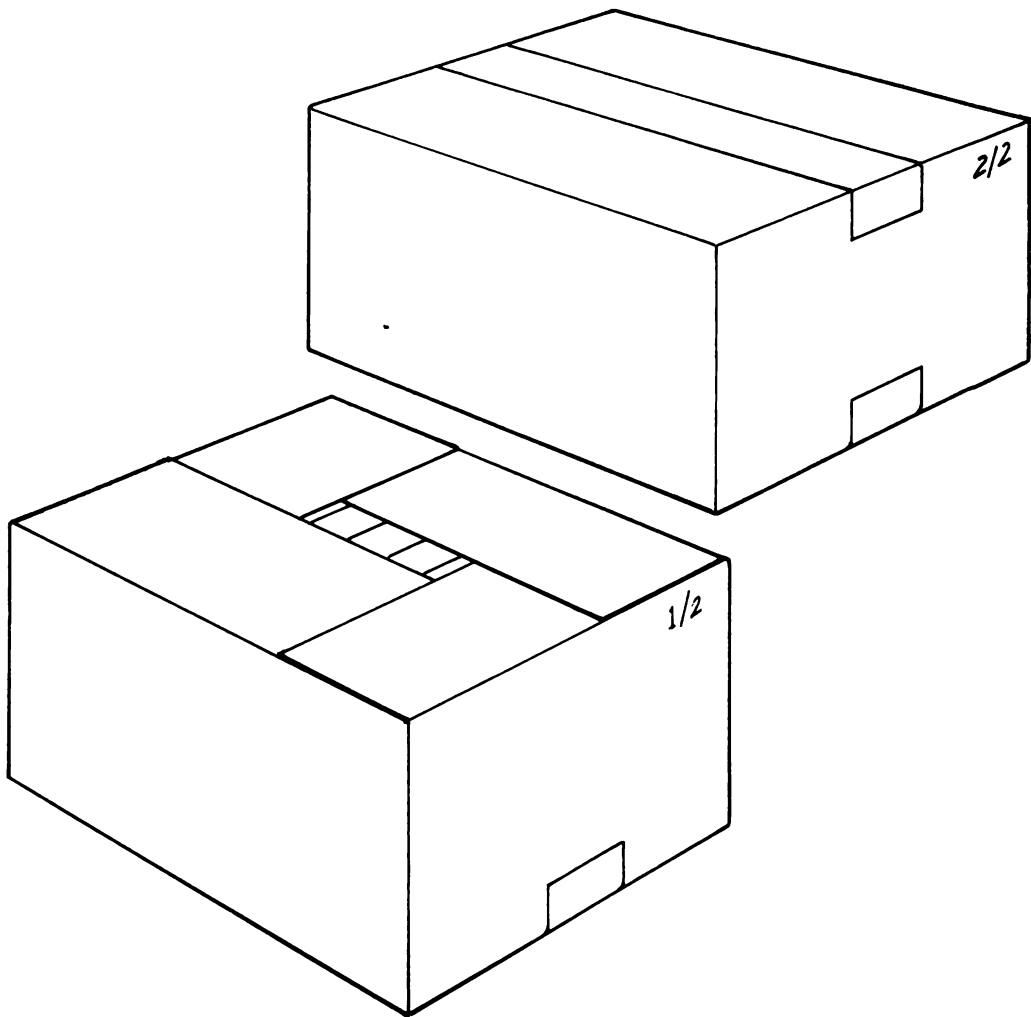


Figure 2. Method of closing top flaps of boxes for transferring to records holding area.

093-425-5005 (continued)

- d. Identify Each Box Shipped. With a black marker write the box number in the upper right corner of the end of the box. For example, box 1/2 and 2/2 shows box one and box two of a total of two boxes. Make the letters about 1-inch high. (See Figure 2.)
- e. Ship Boxes. Move all boxes to the installation's RHA in accordance with the unit's administrative SOP. Most major posts have a RHA.

REFERENCES:

- AR 340-1, Records Management Program
- AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve

093-425-5006

REVIEW STATEMENT OF CHARGES (DD FORM 362)

CONDITIONS: Review a completed DD Form 362, Statement of Charges. Use AR 735-11.

STANDARDS: Make sure that the statement of charges is filled out correctly and meets all requirements listed in performance measure 1b below.

(NOTE: Your unit may amend this checklist or use a totally different checklist tailored to its specific operational requirements.)

PERFORMANCE MEASURES:

1. LOSS OR DAMAGE FOR WHICH LIABILITY IS ADMITTED.
 - a. Statement of Charges. Fill out a DD Form 362, Statement of Charges, if the individual voluntarily admits liability for the equipment or material lost or destroyed. The statement of charges may not exceed \$250.00 and the individual responsible for the lost or damaged property must agree to use the statement of charges to reimburse the government for the loss. (Officers may not use the statement of charges.) Ask the soldier to sign the form to show that the charges written on the form are correct. The form is then sent to the finance office that is responsible for the individual's pay. Personnel in the finance office deduct the amount of loss from the pay of the responsible individual. A copy of the statement of charges is then sent to the property book officer. Property records are posted by supply personnel, and the property is replaced or repaired, as required.
 - b. Review the Statement of Charges. Review the DD Form 362 to make sure it is correct and complete. Correct any mistakes. Use the following checklist when reviewing the DD Form 362.

093-425-5006 (continued)

ITEM OR COLUMN	INSTRUCTION
Class of Property	Show if property was organizational or installation property.
Organization	Print the name of the organization to which the soldier is assigned, or the name of the employing agency if the individual is a civilian.
Date	Print the date you filled out DD Form 362
For Month of	Print the month or pay period in which settlement is to be made.
Stock Record Account or other Property Record of Accountable Officer	If organizational property, print the name of the unit commander; if installation property, post or depot stock, print the number of the property book or account and name of the accountable or responsible officer.
Station	Print the name of the installation where the organization is located.
Stock Number	Print the stock number of the articles lost or damaged.
Articles	Print a complete description of articles lost or damaged as contained in the latest supply manual. If article was damaged, add the words DAMAGE TO.
Quantities	Print how many of each article were lost or damaged by the individual.
Total Articles	Print the total number of articles that were lost or damaged.
Unit Price	In case of loss, irreparable damage, or complete destruction, enter the unit cost of each article as stated in current supply manuals or pricing guides. Depreciation may be allowed in the manner and within the limitations set forth in paragraph 4-22c, AR 735-11 on items worth less than \$25.00 each. If a depreciation allowance is taken, the ARTICLE and UNIT PRICE columns will be appropriately annotated. If the damage is repairable, write the cost of repair in the total column and write a statement telling how the amount of the damage was figured. File this written statement as an exhibit.
Total	Unit prices will be extended and total values written in the extreme right hand section of the total column.
Name, Grade and Service Number	Use a typewriter for the name, grade, and service number of each enlisted person involved. Print CIVILIAN after the individual's name, if appropriate.
Cause for Charge	Print the reason for the charge, such as lost, damaged, or destroyed by neglect.
Total Charge	Print the amount to be charged to each individual. Write total charge for all individuals in the GRAND TOTAL block under the column TOTAL CHARGE.
Signature of Individual	Have all individuals who admit liability write their signature and amount charged in the space opposite their name.
Organization Commander	To complete the statement, the signature of the unit or activity commander is printed in the signature block.
Disbursing Officer or Payroll Certifying Officer	The personnel officer or designee will also sign the form.
NOTE: No one should attempt to fill out DD Form 362 without referring to the applicable regulation.	

REFERENCES: AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

093-425-5007

DETERMINE THE PROCEDURES TO RELIEVE A SOLDIER
FROM PECUNIARY LIABILITY

CONDITIONS: You have a report of survey recommending that a soldier be held liable for damaged, destroyed or lost property. Review the report using AR 15-6, 725-11, and 37-104-3. One of the following situations may exist.

Situation 1.

Facts or evidence not given in the report of survey have come to your attention. These facts or evidence may cause the survey officer to grant relief.

Situation 2.

The soldier who is liable for the loss wants to appeal.

Situation 3.

The soldier has been paying off the debt due to a report of survey. But you consider it in the best interest of the government to cancel the remaining debt.

STANDARDS:

Situation 1.

Ask the individual to submit a request for reconsideration within 60 days after notification of liability.

Situation 2.

Tell the individual that an appeal must be submitted within 3 years after notification of liability.

Situation 3.

You or the individual may submit a request for remission at the same time as the appeal, or at a later date if the requirement to repay the government would cause the soldier financial problems.

PERFORMANCE
MEASURES:

1. TYPES OF RESPONSIBILITY FOR PROPERTY.

- a. Command Responsibility. An officer in command of an installation or a major activity, so designated by Department of the Army, has command responsibility.
- b. Direct Responsibility. Any individual to whom property has been entrusted has direct responsibility. An individual with direct responsibility for military property is charged with the care and safekeeping of this property whether it is in personal possession, in use, or

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in storage. The signature of an individual on a hand receipt is adequate evidence that the individual has accepted responsibility for the custody, care, and safekeeping of this property. Direct responsibility is further divided as follows:

- (1) Personal Responsibility. Personal responsibility is the responsibility an individual has for arms or equipment issued or otherwise acquired, for exclusive use of the individual with or without receipt.
- (2) Supervisory Responsibility. An individual who is responsible for the care and preservation of property in a storage or supply area has supervisory responsibility. A unit or detachment commander has supervisory responsibility. This is for all property in the unit or command. This includes all property under an individual's control or supervision which is within the scope of employment, such as a vehicle under the control of the driver.
- (3) Change or Responsibility. An individual may change type of responsibility (personal or supervisory) when government property is converted to personal use without permission or authority.

2. TERMS OF ACCOUNTABILITY. The following terms are from AR 735-5, 735-10, and 735-11 and are defined to help explain who is accountable for lost, damaged, or destroyed property. Exact definitions are in the referenced regulations.

- a. Loss. Loss is a comprehensive term which includes loss of, damage to, or destruction of government property.
- b. Pecuniary Liability. A personal, joint and several, or corporate monetary obligation to make good a loss.
- c. Willful Misconduct. Willful misconduct is any intentionally wrong or unlawful act dealing with property.
- d. Negligence. Negligence is the failure to take whatever care which the circumstances warrant, and results in the loss of property. Negligence can be simple or gross.

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- (1) Simple negligence is an act or omission of an act which shows a lack of care of government property that a reasonably prudent person would have used under similar circumstances.
- (2) Gross negligence is a negligent act or omission of an act which is accompanied by a reckless, deliberate, or wanton disregard for the possible results of that act or omission of that act.

3. PECUNIARY LIABILITY.

- a. The determination of pecuniary liability for lost property is not required for every loss of property even when there is evidence of negligence. But, whenever weapons are lost an investigation must be conducted.
- b. To verify a finding of pecuniary liability against an individual who has personal responsibility for property only simple negligence need be proved. Willful misconduct and gross negligence will also substantiate the finding of pecuniary liability against the same individual.
- c. A finding against a person having supervisory responsibility must be substantiated by proof of willful misconduct or gross negligence.
- d. If a pecuniary charge is recommended, the investigating officer will give the soldier who is being held liable an opportunity to read the report of investigation after all findings and recommendations have been recorded. The individual completes item 23 of DD Form 200 to show that the report has been read. If the individual has been transferred or separated, a copy of the findings and all evidence which supports the findings along with a full explanation of the individual's rights, as stated above, will be mailed to the individual who will be requested to reply. The investigating officer will also make sure that the individual is aware of the right to legal advice, the right to appeal and if the person is enlisted, the right to request remission of indebtedness.

4. RELIEF FROM PECUNIARY LIABILITY. Persons who are held pecuniary liable for loss of government property are notified by the installation commander. Such individuals must reimburse the government for the lost

093-425-5007 (continued)

property. Individuals found pecuniarily liable may request reconsideration or they may appeal. Either of these actions may give relief from the liability.

- a. A request for reconsideration must be submitted within 60 days after the person receives notification of liability for loss of government property. The request may contain any facts or evidence not given in the survey that might cause the individual who took final action on the survey to grant relief. The request must be in letter form and be submitted through the appointing authority to the headquarters which took final action on the survey. The headquarters responsible for final action on the report of survey gives full consideration to any request received, and may either agree with the action previously taken or order the survey reopened. Give written notification of the action taken to the individual who submitted the request.
 - b. Appeals must be submitted within 3 years after the individual receives notification of liability. They are routed through the same channels as requests for reconsideration. If the headquarters which had responsibility for the final action on the report of survey disallows the appeal, that office will prepare a memorandum and send the appeal to Department of the Army. The report of survey is closed after the Secretary of the Army acts on the appeal.
5. REQUEST FOR REMISSION OF INDEBTEDNESS. A request for remission of indebtedness is a request to cancel any remaining part of a soldier's indebtedness, if in the best interest of the government. Authority to take final action on a request for remission of indebtedness has not been delegated by the Secretary of the Army to installation commanders or reviewing authorities, but is restricted to Headquarters, Department of the Army, as specified below.
- a. Requests by enlisted soldiers for remission of indebtedness from pecuniary charges raised on reports of survey are authorized by paragraph 70706, AR 37-104-3. Such requests are processed through the same channels as an appeal. If possible, a request for remission is submitted at

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the same time as the appeal. Upon receiving a request for remission, the installation commander or reviewing authority may authorize collection of the indebtedness to be suspended pending a final decision. When such a request is a separate action, even if it is transmitted as an attachment to an appeal, it will be addressed as specified in paragraph 70706b(4)(b), AR 37-104-3.

- b. If the soldier is on active duty and has initiated the request for reconsideration or if an appeal is based on hardship which resulted from loss of pay, full consideration is given to processing the case as a request for remission of indebtedness also. Documentation will have all data necessary to support a request for remission. Documentation includes, but is not limited, to the following:

- (1) Date of initial payment toward settlement of the indebtedness.
- (2) Amount and rate of scheduled payments.
- (3) Statement of the individual's pay accounts.
- (4) Date of expiration of term of service or the anticipated date of discharge from active duty.

REFERENCES:

- AR 15-6, Procedure for Investigating Officers and Boards of Officers Conducting Investigations
AR 37-104-3, Military Pay and Allowances Procedures Joint Uniform Military Pay System (JUMPS-Army)
AR 735-5, General Principles, Policies, and Basic Procedures
AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

093-425-5008

REVIEW UNIT MANNING REPORT

- CONDITIONS:** Review Unit Manning Report. Use Volume I, SIDPERS User Manual.
- STANDARDS:** As a minimum, make sure that the corrected report verifies the following data elements IAW Procedure 4-25, Volume I, SIDPERS User Manual.
- PERFORMANCE MEASURES:**
1. Paragraph and line number to which the individual is assigned is correct.
 2. The Duty MOS has been reported for each individual.
 3. The Duty MOS and additional skills identifier has been reported for the individual.
 4. The nuclear position indicator to a specific position when applicable.
 5. There is no status change on individuals reported as 9990 through 9999.
 6. The name, grade, social security number, primary MOS code, expiration of term of service for enlisted personnel (ETS), expiration service agreement (ESA) for officer personnel, anticipated loss data, and date of rank for each individual appearing on the roster is correct.
- REFERENCES:** DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5009

REVIEW MARK SENSE FORMS

CONDITIONS: Review completed SIDPERS mark sense forms which show personnel changes. Use Volume I, SIDPERS User Manual.

STANDARDS: Make sure that data elements in the control data area and action data area are marked on the form correctly. These data elements are:

1. Date.
2. Transaction Mnemonic.
3. Individual's name.
4. Individual's social security number.
5. Your originator code.

Data elements in the action data area must be IAW the Transaction Procedure, Volume I, SIDPERS User Manual.

PERFORMANCE MEASURES:

1. Print letters and numbers in each box. Exceptions are:
 - a. Underline the letter O.
 - b. Slash through the number ~~0~~.
 - c. Place bold lines on the top and bottom of the letter **I**.
 - d. Mark through the center of the letter ~~Z~~.
 - e. Print the number TWO as 2.
2. The date is always written year-month-day in two digits for each - 2 April 1976 would be 76 04 02.
3. The correct transaction mnemonic is found in simplified tables in Procedure 2-1, Volume I, SIDPERS User Manual, and is marked with a letter code.
4. The first five letters of the last name are written in the name box. If the name has less than five letters, leave one blank box after the last name and write as many letters of the first name as possible.
5. The social security account number (SSAN) is written in the nine boxes provided for it.
6. Originator code is a two number code. These codes are available from your SIDPERS Interface Branch (SIB).
7. The action data area data elements are found in each transaction procedure. The procedure is identified by transaction in the tables provided in Procedure 2-1 of the SIDPERS User Manual.

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8. Special punctuation is needed in the action data area. A slash (/) is required between data elements and each transaction requires a period at the end.
9. Each character entered in a box, including periods and slashes, must be marked in the sense block with a Number 2 pencil IAW instructions on each form.
10. Detailed instructions are in chapter 2 and in the applicable transaction procedure, Volume I, SIDPERS User Manual.

REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5010

REVIEW PERSONNEL QUALIFICATION RECORD,
PART I (DA FORM 2)

- CONDITIONS: Review the filled in Part I of DA Form 2. Use Volume I, SIDPERS User Manual.
- STANDARDS: You must make sure that the:
1. Items of information on the form are accurate.
 2. Mistakes in data are corrected IAW Procedure 4-8, Volume I, SIDPERS User Manual.
 3. Corrected copies of the DA Form 2 and the Disposition Form prescribed in Procedure 4-8 are sent to the unit's Personnel Services NCO.
- PERFORMANCE MEASURES:
1. The DA Form 2 provides all current and historical information needed for effective personnel management of soldiers assigned or attached to your unit.
 2. The DA Form 2 is given to the unit on three occasions:
 - a. Quarterly for verification by the soldier concerned.
 - b. When the unit commander asks the military personnel office for a DA Form 2.
 - c. When incoming personnel are assigned to the unit.
 3. The DA Form 2 reconciliation is the report that the unit is mostly involved with because it is distributed on a quarterly basis. Detailed explanation of the form and instructions on how to correct items of information, and how corrected forms are forwarded are in Procedure 4-8, Volume I, SIDPERS User Manual.
- REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5011

REVIEW REQUEST AND AUTHORITY FOR LEAVE FORM
(DA FORM 31)

CONDITIONS: Review DA Form 31, Request and Authority for Leave Form.
Use Army Regulation 630-5.

STANDARDS: As a minimum, make sure that DA Form 31, Request and Authority for Leave Form, is appropriate and meets the requirements listed in Performance Measure 2 below.

NOTE: For the battalion which has a Personnel Administration Center (PAC), the first sergeant reviews this form primarily to see if the soldier's needs are taken care of, and to keep the first sergeant informed of the leave status of all company personnel. Verification of leave data and assignment of a control number are the responsibility of the PAC.

PERFORMANCE
MEASURES:

1. GENERAL. DA Form 31, Request and Authority for Leave Form, is used for all categories of leave. Under no circumstances is DA Form 31 used to grant a pass or administrative absence.
2. REVIEWING THE DA FORM 31. Review the DA Form 31 to see that it is complete and correct. If necessary, correct mistakes. The following is a checklist that may be used when reviewing the DA Form 31.
 - a. When requesting leave, the individual must complete items 1 through 4, and 6 through 14 as follows:
 - (1) Item 1. Print last name, first name, and middle initials, (include any suffixes) in that order.
 - (2) Item 2. Print SSAN less any prefix.
 - (3) Item 3. Print pay grade only, such as E3, E6, O2, O4.
 - (4) Item 4. Print date form is completed as day-month-year. Print 4 Dec 76 not December 4, 1976
 - (5) Item 6. Print name of organization, station, and unit's telephone number.
 - (6) Item 7. Put an X in the appropriate block.

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- (7) Item 8. In item 8a, write date the individual intends to leave the parent organization. In item 8b, print date of the last day of leave. (The day after the last day of leave is the first day of duty.)
- (8) Item 9. Print total number of days of chargeable leave which will be taken. (This total does not include the date on which the individual intends to report for duty.)
- (9) Item 10. Print number of days accrued leave which is credited to the soldier's account at the time of request, or adjusted leave balance if any leave was taken during the preceding months. (This information is on the individual's current leave and earning statement.)
- (10) Item 11. Print number of days advance leave requested or enter N/A.

NOTE: When operating with a PAC, it is the responsibility of the PAC clerk to verify items 9-11.

- (11) Item 12. Print number of days excess leave requested or enter N/A.
- (12) Item 13. Self-explanatory.
- (13) Item 14. The individual signs the form to show that the instructions were read and understood.
- (14) Item 15. The individual's immediate supervisor's (usually platoon leader or platoon sergeant) payroll signature is written above the typewritten or printed name and grade. The supervisor also marks the applicable block.

- b. The approving authority will learn if the individual has sufficient leave accrued to cover the entire period of absence requested. If a request for leave is disapproved, the individual is told why the leave was not approved and the disapproving authority enters the reason for disapproval in item 30 and signs the form. If the leave is approved, the approving authority notifies the individual as soon as possible and completes the following items:

093-425-5011 (continued)

- (1) Item 5. Print control number and make appropriate entry in the leave control log.

NOTE: When operating with a PAC, the leave control log is maintained at the PAC and the control number is assigned and written on the form by the PAC clerk.

- (2) Item 16. Print name, grade, title, and organization of the approving authority.
- (3) Item 17. Print signature of approving authority or the designated representative.
- (4) Items 18, 19, and 20. Print appropriate information.
- (5) Item 25. Complete if authorized travel is to be at government expense.

- c. The approving authority or the designated authenticating authority (XO, DO or OD, 1SG, SDNCO, or CQ) completes items 18, 19, and 20 before the individual goes on leave. Make departure entries as follows:

- (a) Item 18. Print the date and time of departure.
- (b) Item 19. Print name and title of authenticating authority.

3. Complete Part II, DA Form 31, for PCS and TDY movements.

REFERENCES:

AR 630-5, Leave, Passes, Administrative Absence, and Public Holidays

093-425-5012

REVIEW ENLISTED (E3 THROUGH E6) PROMOTION
RECOMMENDATION/PROCEDURES

- CONDITIONS:** You have a DA Form 2496, Disposition Form (DF), from the personnel office which lists all soldiers eligible for promotion. Review this list and recommend to the commander those individuals you think deserve a promotion.
- STANDARDS:** Make sure that personnel data are accurate, that recommendations are made by the commander, that the commander's indorsement is returned to the personnel office before the suspense date, and that the unit's responsibilities are fulfilled IAW Procedure 3-30, DA Pam 600-8.
- PERFORMANCE MEASURES:**
1. When personnel are eligible for promotion, the unit's personnel office or personnel administration center sends a DA Form 2496 to the commander. The DA Form 2496 lists each individual who is eligible for promotion to grade E3, E4, E5, and E6. These individuals are listed in order by date of eligibility. The DA Form 2496 shows name, social security number, primary MOS, date of rank and organization to which assigned if it is different from the promoting authority. E4 promotion quota allocations are shown. (Computations of time in service, time in grade, and date of rank are verified before the personnel management specialist prepares the DA Form 2496.) The DF asks the commander to make recommendations for promotions and has a suspense date.
 2. The DF initiates a process explained in Procedure 3-30, DA Pam 600-8. Procedure 3-30 explains, step-by-step, the formal procedures for processing promotions for the unit and for the personnel office.
 3. Establish a system within the company to make certain that the commander has access to all information necessary to make an accurate recommendation. This system must make sure that all subordinate leaders and supervisors are consulted on each recommendation for promotion. Be sure all pertinent data on eligibility, prepared by the personnel office, is accurate. Encourage eligible soldiers to check their military records to make sure they are accurate and complete.

093-425-5012 (continued)

4. The greatest morale factor to the individual soldier is a promotion when it is deserved. Thus, it is important to you and to the soldiers in your unit that all promotions are handled efficiently and accurately.

REFERENCES:

AR 600-200, Enlisted Personnel Management System
DA Pam 600-8, Military Personnel Office Management and
Administrative Procedures

093-425-5013

PREPARE/REVIEW PERSONNEL ACTION FORM
(DA FORM 4187)

- CONDITIONS: Situation 1.
Submit a DA Form 4187, Personnel Action. Use AR 680-1, and DA Pam 600-8 to prepare the form.
- Situation 2.
Review a DA Form 4187, Personnel Action. Use AR 680-1 and DA Pam 600-8 to help with the review.
- STANDARDS: Situation 1.
Fill out DA Form 4187, Personnel Action, to show a status change IAW procedures outlined in DA Pam 600-8:
- Fill out the address blocks.
 - Complete sections I, II, and IV.
 - Have unit commander complete section V.
- Situation 2.
Review DA Form 4187, Personnel Action, to make sure that:
- Address blocks are filled in.
 - Section I is correctly completed.
 - Only one action is requested in section III, and that the individual who requested the action has signed and dated the appropriate blocks in section III.
 - Remarks in section IV are applicable to the action being requested.
 - Unit commander has lined out any inappropriate words and the correct blocks have been checked.
- PERFORMANCE MEASURES:
- GENERAL. Use DA Form 4187 to report all duty status changes which impact on pay. Military personnel use it to request a personnel action. The form is typewritten or handwritten in black or blue-black ink.
 - PREPARATION OF DA FORM 4187. Because the form is an ACTION PENDING document, keep it until a specific future action is completed. If used to request personnel actions the following steps apply:
 - Write the requested action on DA Form 4187. If requesting separate rations, put an X to the left of the words SEPARATE RATIONS and get the procedure number 5-27 from the column on the right.

093-425-5013 (continued)

- b. Look up Procedure 5-27 in DA Pam 600-8.
 - c. Follow Procedure 5-27, DA Pam 600-8, to obtain separate rations.
3. DUTY STATUS CHANGES. If the unit operates under Consolidation of Administration at Battalion Level (CABL) procedures, DA Form 4187 is printed in ink by the soldier. For duty status changes such as AWOL, hospital, or confinement, and so forth, the platoon sergeant or first sergeant prints the information in the address blocks. To eliminate the need for a SIDPERS User Manual at company level the PAC provides a performance sheet for the various duty status changes. The PAC also develops overprint DFs, letters, or packets to simplify the numerous requests for personnel actions. The company commander completes section V of DA Form 4187. The DA Form 4187 is especially important in the case of AWOL or desertion if CABL procedures are being followed. The DA Form 4187 is the primary source document and is submitted as evidence for military justice actions.

REFERENCES:

AR 680-1, Morning Report, Reports Control Symbol AG 140-R5
DA Pam 600-8, Military Personnel Office Management and
Administrative Procedures

093-425-5052

MONITOR MAINTENANCE OF UNIT EQUIPMENT

- CONDITIONS:** Check maintenance of all unit equipment in the maintenance shop area. Use publications listed in the references.
- STANDARDS:** Standard is met when you do all performance measures correctly.
- PERFORMANCE MEASURES:**
1. Check quality of preventive maintenance done on the following equipment:
 - a. Unit trucks and trailers (para 18-2, FM 25-2 (Test)).
 - b. Unit shops and equipment (appropriate equipment publications).
 - c. Float equipment (para 9-8b, FM 9-59; and para 18-2, FM 25-2 (Test)).
 - d. Miscellaneous equipment (para 9-8b, FM 9-59).
 2. Check quality of repair of the following equipment:
 - a. Unit trucks and trailers (para 9-12, FM 9-59).
 - b. Unit shops and equipment (para 18-2, FM 25-2 (Test)).
 - c. Unit float equipment (para 18-2b and c, FM 25-2 (Test)).
 - d. Miscellaneous equipment (para 18-2, FM 25-2 (Test)).
 3. Check to see if all maintenance forms and records are correct and complete (para 3-3c, fig 3-4, 3-5, and 3-6, TM 38-750).
 4. Check to see if all needed repair parts have been ordered (para 9-7b(2)(a), FM 9-59).
 5. Follow all safety rules (para 5-10, FM 9-59).
- REFERENCES:**
- DA Pam 750-1, Commander's Guide of Preventive Maintenance Indicators
 - FM 9-59, Missile Support Unit Operations
 - FM 25-2 (Test), Unit Commander's Guide
 - TM 38-750, The Army Maintenance Management System (TAMMS)

093-425-5055

MONITOR ISSUE AND EVACUATION OF EQUIPMENT

CONDITIONS:

Monitor the issue and evacuation of equipment.
Do this task in the maintenance shop area.
Use publications listed in the references.

STANDARDS:

Standards have been met when you do all performance measures correctly.

PERFORMANCE
MEASURES:

1. Check to see if the reason for evacuation or issue of equipment is valid.
2. Check equipment to see if technical inspections are done on incoming and outgoing items (para 3-4a(4), TM 38-750; para 8-19e, FM 9-59; para 4-31b, FM 29-23).
3. Check to see if the correct records and forms have been sent with the equipment.
 - a. Calibration (DA Form 2416 or 2402, para 6-4c (1) and (2), TM 38-750).
 - b. Turn-in of excess equipment (Para 2-23a(2), AR 710-2).
 - c. Not repairable this station (NRTS) (para 4-31c(1) thru (3), FM 29-23; para 2-6a thru c, FM 9-59; table A-14, appendix A, TM 38-750).
4. Check to see if the correct methods of issue were used for float equipment (para 7-47e, FM 9-59).

REFERENCES:

AR 710-2, Material Management for Using Units, Support Units and Installations
FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, The Army Maintenance Management System (TAMMS)
TM 750-245-4, Direct Support and General Support Quality Control: Inspector's Inspection Criteria

093-425-5056

MONITOR SUPERVISED-ON-THE-JOB-TRAINING (SOJT) PROGRAM

- CONDITIONS: Check the SOJT program in your unit. Do this task in all weather in the maintenance shop area. Use FM 9-59 and FM 21-6.
- STANDARDS: Standard is met when you do performance measures correctly.
- PERFORMANCE MEASURES:
1. Review SOJT program to see if the unit's training needs are being met (para 6-9 and 6-10, FM 9-59).
 2. Make sure the best training techniques are in use (para 6-11, FM 9-59 and FM 21-6).
 3. Review the SOJT program to make sure job oriented training techniques are in use (para 6-10b, FM 9-59).
 4. Make sure training rules have been established (chap 6, Step 3, FM 21-6).
 5. Review SOJT program to make sure instructors are competent (para 6-14a thru d, FM 9-59).
 6. Check to make sure SOJT program records are correct and complete (para 6-14b(2), fig 6-1, FM 9-59).
 7. Review and evaluate SOJT program (para 6-15, FM 9-59).
- REFERENCES: FM 9-59, Missile Support Unit Operations
FM 21-6, How to Prepare and Conduct Military Training

093-425-5057

MONITOR SHOP SAFETY

CONDITIONS: Monitor safety in the maintenance shop. Use FM 9-59.

STANDARDS: Standard is met when you do all performance measures correctly.

- PERFORMANCE MEASURES:**
1. Make sure shop personnel know the shop safety rules (para 5-5, FM 9-59).
 2. Make sure new personnel are taught safe shop practices (para 5-6, FM 9-59).
 3. Make sure all personnel are familiar with the safety program (para 5-7, FM 9-59).
 4. Make sure there are no safety hazards (para 5-7, FM 9-59).
 5. Make sure personnel are aware of all special safety rules (para 5-10, FM 9-59).
 6. Make sure there is adequate safety clothing and equipment for personnel (para 5-11, FM 9-59).

REFERENCES: FM 9-59, Missile Support Unit Operations

093-425-5058

MONITOR PREPARATIONS FOR INSPECTIONS

- CONDITIONS: Do this task in the maintenance shop area. Use publications listed in the references to check all preparations for an inspection.
- STANDARDS: Standard is met when you do all performance measures correctly.
- PERFORMANCE MEASURES:
1. Check to see if any problem areas found in the last inspection still exist (appropriate TM's).
 2. Check to see if preparation priorities are set (para 21-4, FM 25-2 (Test)).
 3. Check to see if minimum grade levels needed to pass an inspection are set (appropriate TM's and FM's).
 4. Check to see if areas of responsibility are assigned (para 21-2, FM 25-2 (Test)).
 5. Check to see if bad areas are fixed (para 21-5, FM 25-2 (Test)).
- REFERENCES: FM 9-59, Missile Support Unit Operations
FM 25-2 (Test), Unit Commander's Guide

093-425-5059

MONITOR PREPARATION FOR UNIT MOVEMENT

- CONDITIONS: Do this task in the maintenance shop area. Use publications listed in the references to monitor preparation for the unit's movement.
- STANDARDS: Standard is met when you do all performance measures correctly.
- PERFORMANCE MEASURES:
1. Check loading plans (para 12-9a thru e, FM 9-59; and para 24-11, FM 25-2 (Test)).
 2. Check logistic support.
 3. Check to see if route of march to new area has been surveyed (para 24-9b, FM 25-2 (Test)).
 4. Check the survey of new area (para 24-9b, FM 25-2 (Test); and para 12-9, FM 9-59).
 5. Check actions of advance party.
 6. Check logbooks or trip tickets of each vehicle (para 4-4, FM 9-59).
 7. Check the loading of trucks and trailers (para 12-9, FM 9-59).
 8. Check to make sure all safety rules are followed (chap 5-10, FM 9-59).
- REFERENCES: FM 9-59, Missile Support Unit Operations
FM 25-2 (Test), Unit Commander's Guide

Chapter 3 DUTY POSITION TASKS



TASKS FOR SKILL LEVEL 5

CHAPTER 3

TASK LIST FOR SKILL LEVEL 5

IMPROVED HAWK MAINTENANCE CHIEF

PERFORMING DUTIES AS A FIRST SERGEANT

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REQUEST ORDERS

- CONDITIONS: Request individual or unit orders informally if your unit has a battalion Personnel Administration Center (PAC).
- STANDARDS: Send request to the PAC informally, but with enough information for the battalion to cut orders or to prepare and transmit a request for orders. You do not need to keep a file copy.
- PERFORMANCE MEASURES:
1. If there is a PAC at battalion level, the company/battery does not cut unit orders or submit a formal request for orders. Send requests for orders to the PAC in a plain language request. The request is handwritten on a buckslip. Coordination is informal and is shown only on formal requests. Do not keep a copy of informal requests.
 2. If administration is consolidated at battalion level, the battalion PAC clerk receives requests, verifies information, researches records, and coordinates with Military Personnel Office, if necessary. The PAC clerk also prepares orders IAW AR 310-10, and obtains the signature of the battalion adjutant or assistant adjutant.
 3. You must know when orders are needed, so the PAC can provide them in a timely manner. You might request orders or confirm that the PAC has requested orders because of:
 - a. Administrative absences
 - b. Amendments to orders
 - c. Appointment of acting NCOs
 - d. Assignments or reassignments
 - e. Attachment of individuals or units
 - f. Blanket travel orders
 - g. Changes of station (temporary or permanent)
 - h. Dropped from the rolls of the Army
 - i. Enlistments or reenlistments (active Army only)
 - j. Emergency leaves or recall from leave
 - k. MOS actions
 - l. Parachute duty
 - m. Promotions
 - n. Retirements
 - o. Rescission
 - p. Revocations
 - q. Temporary duty travel

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4. As a minimum, you must know what information is needed for the standard name line if you ask for individual or unit orders.
 - a. The standard name line for all personnel requires:
 - (1) Last name, first name, middle initial
 - (2) Social security number
 - (3) Current grade
 - (4) Unit of assignment, including the six-position alphanumeric unit identification code and the station of assignment
 - b. The standard name line for unit orders requires:
 - (1) Name of organization or unit
 - (2) Command of assignment
 - (3) Unit identification code
 - (4) Station and location of assignment
5. DA Form 2446, Request for Orders, is prepared and sent by PAC to higher headquarters for all orders except TDY orders. Use DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, for TDY orders. This form may be filled out by the individual and typed at the PAC.
6. AR 310-10, Military Orders, is the basic reference for preparing and issuing orders. If you need more help ask the PAC clerk.

REFERENCES: AR 310-10, Military Orders

093-425-5021

PROTECT THE RIGHTS OF AN ACCUSED OR SUSPECTED INDIVIDUAL

- CONDITIONS: You have a copy of DA Form 3881, Rights Warning Procedure/Waiver Certificate, which shows that an individual is suspected or accused of violating the Uniform Code of Military Justice. You will have to question the individual and perhaps conduct a search.
- STANDARDS:
1. Before questioning tell the suspect or accused person what rights an individual has under Article 31 of the code, about the right to counsel, and make sure the person understands those rights.
 2. Be sure that the suspect or accused person has waived the right to a lawyer and the right to remain silent before you question the individual. Fill out DA Form 3881 before questioning begins if the individual has waived any rights.
 3. If a search is necessary, be certain that the search meets one of the following rules:
 - (a) The search is authorized by proper authority based on probable cause.
 - (b) The search is part of apprehension and is based on the consent of the suspect or accused.
 - (c) The search is needed immediately to prevent removal of criminal goods.
- PERFORMANCE MEASURES:
- SECTION I. INDIVIDUAL RIGHTS.
1. The company/battery commander enforces the law and protects the individual's rights. As the senior enlisted soldier of the company and advisor to the commander, the first sergeant helps the commander exercise this authority. Morale and discipline depend on how wisely this authority is used. Therefore, you must understand the rights guaranteed to all persons.
 2. All rights of all persons must be protected. There are several fundamental rights and safeguards which must be considered if criminal conduct is suspected. These rights are listed below:
 - a. Presumption of Innocence. Every person is presumed innocent until found guilty beyond a reasonable doubt. A fair and just decision can be made only after all evidence concerning the guilt or innocence of an accused person has

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been heard. While charges are being processed for trial, a commander may want to confine or restrict the accused. The commander must remember that confinement deprives the accused of liberty during a time when the accused is presumed innocent. Thus, a person may be confined only if a court-martial is pending or if it appears that restraint is necessary to make sure that the person appears at the trial. A person cannot be deprived of freedom because it is convenient for the commander. Do not use pre-trial confinement as punishment.

- b. Search and Seizure. Our Constitution protects every citizen from unreasonable searches and seizures; but, this right to privacy is not an absolute right. Our courts have balanced the rights of the individual against the needs of society and have established rules for determining if a search is reasonable. If you gain evidence from an unreasonable search of a soldier's person or property, that evidence cannot be used in a trial. This EXCLUSIONARY RULE was developed to prevent the indiscriminate invasion of privacy by government officials. Under military law, a company/battery commander has the power to authorize a search, but if the evidence found during a search is to be used in criminal proceedings against a soldier, the commander must follow certain guidelines.
- c. Article 31 and Right to Counsel. Our laws provide that no one can be forced to incriminate himself/herself and that anyone suspected of having committed a crime has the right to consult with a lawyer. But Congress realized that individuals often do not completely understand their rights and may be intimidated merely by the presence of a superior. Thus, under military law no one may question a suspect without first making sure that the suspect understands the nature of the offense, knows of the right to remain silent, knows that anything said or done may be used in criminal proceedings, and knows of the right to counsel. If these rights are ignored or if the individual is not told about them, no evidence gained from the suspect may be used in a court-martial against the individual. The company/battery commander

093-425-5021 (continued)

must protect the rights of all personnel and, at the same time, preserve the government's case. The commander protects both the suspect and the Army by making sure that all officers and noncommissioned officers understand and comply with Article 31, UCMJ, and the right to counsel requirements.

- d. Prompt Action on Offenses. An accused has the right to be told the charges as soon as possible. This will help the accused prepare for defense and the guilt or innocence of the soldier can be determined speedily. This right to a SPEEDY TRIAL is guaranteed by the Sixth Amendment to the Constitution and helps both the government and the accused. Witnesses are likely to leave the area if there is a delay and testimony given soon after an incident is more reliable than that given a long time afterward.
- e. The Adversary System. At a court-martial, the trial counsel represents the government and the defense counsel represents the accused. Each counsel is dutybound to do all that can be done within the law to represent the interest of the client. Defense tactics may lengthen the trial and even irritate individuals who want the trial to move at a faster pace. However, each commander must be constantly aware that it is our country's policy to see that each person charged with a crime has the opportunity to present the best available defense. The adversary system makes certain all issues are brought before the court so that those individuals who must weight the evidence can make a just decision.

SECTION II. LAWFUL SEARCH AND SEIZURE, THE ARTICLE 31 WARNING AND RIGHT TO A LAWYER.

1. You must protect the rights of the individual and make sure that the government's case is not damaged. Thus, you must know:

- How to conduct a legal search and seizure.
- Who has the authority to search.
- The Article 31 Warning.
- The individual's right to a lawyer.

093-425-5021 (continued)

The following discussion tells you what you must do and what you cannot do.

2. There are three ways in which a company/battery commander may lawfully seize the property of a person assigned to the unit.
 - a. Lawful Searches and Seizures. A search is a quest for evidence to be used in a criminal prosecution. A commander may authorize a search of people or property under the commander's control if there is probable cause. A search based on probable cause and authorized by the commander and other types of legal searches are discussed in Performance Measure 3. Evidence obtained from a lawful search can be used against an individual in a courts-martial.
 - b. Inspection. A commander has the authority to conduct legitimate inspections including unannounced shakedown inspections. An inspection can promote the health, welfare, and safety of all personnel in the unit. For example, the commander may want to make sure that all personnel have their equipment cleaned, maintained, and properly stored; and that they have no dangerous articles such as ammunition carried from the range. The inspection must be applied the same way to all personnel in the area. The inspection may be an examination of all personal belongings that are kept within the living area. An inspection can be announced, but it must have a legitimate purpose and cannot be a trick or pretext to conduct what is really an unlawful search. If the commander hears about a theft in the barracks and then begins the first inspection near the prime suspect's living area, the commander will have trouble convincing anyone that it was an inspection and not a search. An inspection is not a search based on the commander's belief that a crime has been committed. However, if evidence of criminal conduct is discovered during a legitimate inspection it can be used as evidence in a trial by courts-martial.
 - c. Inventories. When a person is AWOL, about to be confined, or detained by civilian authorities, inventory the individual's

093-425-5021 (continued)

belongings. Any evidence of a crime uncovered by this inventory can be admitted in a courts-martial.

3. A search and seizure is lawful under the following conditions:

- a. Apprehension. A person can be searched at the time and place of a lawful apprehension. The purpose of the search is to discover weapons and to prevent the destruction of evidence. The search is limited to the person of the suspect and the immediate area. (This area may include an open wall locker within reach, but does not include the entire room.) Any commissioned officer, or military policeman may apprehend a suspect if there is a reasonable belief that the person has committed a crime and may conduct a search based on the events which lead to apprehension.
- b. Searches Authorized by the Commander.
 - (1) Areas subject to search. Paragraph 152, Manual for Courts-Martial, gives a commander the authority to conduct or direct a search of any person or property located under the commander's control if there is PROBABLE CAUSE. A company commander may authorize a search in the company/battery area, the battalion commander within the battalion area, and so forth.
 - (2) Requirement of Probable Cause. Before the commander can authorize a search of a person or area there must be sufficient reason to believe that:
 - (a) A crime is being committed or has been committed.
 - (b) The soldier to be searched committed or is involved in the crime.
 - (c) The evidence of the crime is where the commander plans to search.
 - (d) The information and the source of the information are reliable. The commander must be more than merely suspicious, but absolute proof,

093-425-5021 (continued)

beyond a shadow of a doubt, is not required. Probable cause lies somewhere between suspicion and actual knowledge. The commander must personally decide from the information available, that the contraband or evidence of a crime is likely to be in the possession of the individual or in the place to be searched. The commander's decision that there is probable cause must be based on reasonable fact and cannot be based only on the conclusions of others. It is not enough that a Criminal Investigation Division (CID) agent, a first sergeant, or an informant has facts which tend to prove probable cause, unless those facts are given to the commander who then can authorize the search. The commander must believe that the informant is reliable and that the informant has a sound basis for the information. A commander may delegate authority to someone who can then authorize searches based on probable cause to other responsible individuals. Delegation of authority must be in writing. The person who is delegated authority to conduct searches must make the same determination that probable cause exists as the commander is required to do.

- c. Search Warrant. A search may be authorized by a warrant issued by a military judge or military magistrate. A warrant is issued based on a sworn affidavit that states the facts which establish probable cause.
- d. Consent Search. A person may consent to a search of person or property. Because consent is a waiver of the individual's right to be free from unreasonable searches, the burden on the government to establish free and voluntary consent is quite heavy. The individual should be told that one is not required to consent to the search and that any evidence found during the search can be used in a criminal prosecution. It is advisable for the commander to obtain the individual's consent to search in writing and to have a witness present.

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4. Immediate Necessity. If there is good cause to believe that criminal goods or evidence is in immediate danger of removal or destruction, and if there is not time to get the commander's authorization, a lawful search may be made. Because it is difficult to justify a search based on immediate necessity, this basis for a search should be used only as a last resort.
5. A confession or admission of guilt by a person who has not been told of all rights guaranteed by Article 31, UCMJ, and the right to have a lawyer may mean that the confession or admission of guilt will not be admitted as evidence in a courts-martial. But it is possible that an accused person may be convicted because of other evidence of guilt which is admissible. The failure to warn does not mean automatic acquittal but means that the confession or admission of guilt cannot be used in a courts-martial. The following procedure must be followed carefully when a suspect is questioned so all statements can be admissible in court proceedings.
 - a. Use the following statements to tell the individual what rights are guaranteed:

"You are suspected of committing the following offense(s) _____

which is (are) in violation of the Uniform Code of Military Justice. Before I ask you any questions, you must understand your rights. You have the right to remain silent. Any statement you do make may be used as evidence against you in criminal or administrative proceedings."

"You have the right to consult with a lawyer before being asked any questions and to have the lawyer present with you during questioning. You may hire a civilian lawyer at no cost to the government or a military lawyer will be detailed for you at no cost to you. The military lawyer can be the military lawyer of your own selection if that lawyer is available. Even if you decide to answer questions now without having a lawyer present, you may stop answering questions until you consult with a lawyer."

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- b. After this statement is made, the suspect should be asked if the guaranteed rights are understood.

(1) When the person who tells the suspect of all rights is satisfied that the suspect understands these rights, then the following two questions should be asked:

"Do you want a lawyer?"

"Do you want to answer any questions or make a statement?"

- (2) The suspect may want to waive the right to remain silent and the right to consult with a lawyer and so state. These rights must be waived freely, knowingly, and intelligently. The person may then be questioned about the offense and a statement should be obtained. If the suspect asks for a lawyer, all questioning must stop until the person has consulted a lawyer. The Office of the Staff Judge Advocate will provide a military lawyer. If the suspect does not want to answer questions then the suspect should not be questioned. It is important that the interviewer not use a tone of voice or manner which threatens the suspect or which plays down the importance of the warning. If the suspect is threatened or feels threatened it may later be held that the suspect's willingness to answer questions was gained by coercion or improper means. If that happens, the suspect's statement will not be admitted as evidence in a trial by courts-martial. A company/battery commander may decide not to question a suspect if other evidence is available. It is a good idea to get the waiver of rights in writing. Use DA Form 3881, if possible.

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- (3) If the person being interviewed is not suspected of having committed an offense but is merely a witness to the offense or has knowledge of it, then there is no legal requirement to warn that person of any rights. However, if during the questioning the interviewer begins to suspect that the witness is involved in the offense, the interviewer should stop questioning the witness immediately and tell the witness that the witness is now a suspect. The witness must then be told of all rights which have been previously discussed. This can happen during an interview if it begins to appear that the witness was an accomplice or an accessory to the crime.

REFERENCES: FM 27-1, Legal Guide for Commanders
MCM, 1969, (Rev.)

093-425-5022

SUPERVISE PREPARATION OF SWORN/UNSWORN STATEMENTS

CONDITIONS :

Supervise the preparation of a sworn or unsworn statement from a soldier under your supervision.

STANDARDS :

1. Complete DA Form 3881, Rights and Warning Procedure/Waiver Certificate, before you question a suspect.
2. Write the witness's statement on DA Form 2823, Witness Statement, if possible.
3. Use the individual's words and phrasing in the statement.
4. Be sure the statement answers the questions of who, what, when, where, and why.
5. Follow local format requirements, but the form may be narrative, question and answer, or a combination of the two.
6. Have the statement signed by whomever made the statement. If applicable, statements are sworn to in the presence of a person who is authorized to administer oaths.

PERFORMANCE
MEASURES:

1. Sworn and unsworn statements are required for various personnel actions, courts-martial, Article 15s and counseling. When a statement is required, the writer must make sure the questions of who, what, where, when, and why are answered. A statement should name specific people, places, and events. Names, such as John Jones or Tom Smith give a statement meaning, but the indefinite terms WE, THEY, or THEM are not helpful.
2. A statement is an oral or written account of what happened as told by a witness or suspect. A sworn statement is made when the witness or suspect says under oath that the account of what happened is true. A written, sworn statement is best for legal purposes. You should know that if a suspect waives all rights under Article 31, UCMJ, and the right to counsel before making a statement and later refuses to sign the statement, the company commander may summarize the remarks. An oral statement, or a signed or unsigned written statement may be admitted as evidence in a courts-martial. Request statements from individuals who have direct personal knowledge of a matter or an event. Opinions and conclusions not supported by facts reduce the value of a statement.
3. No special form is needed to make a statement; but DA Form 2823, Witness Statement, is a handy format which may be used for the sworn or unsworn statement of a

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witness. This form has no provisions for warning an individual about all rights since it is designed for a witness and not a suspect. Make sure that DA Form 3881, Rights and Warning Procedure/Waiver Certificate is complete before using it to obtain a statement from a suspect. DA Form 3881 is a written record which shows a suspect understands Article 31 Rights and the Right to Counsel, but is willing to waive all rights to remain silent.

4. Only certain persons are authorized to administer oaths in taking a sworn statement. Article 136, UCMJ, states who may administer oaths. Investigating officers, adjutants, judge advocates and all persons who can be detailed to conduct an investigation are authorized to administer oaths. If you are in doubt about who can administer oaths contact the battalion's legal clerk or the Staff Judge Advocate's office.
5. It is important that you do not influence or give the appearance of influencing the composing of the statement when you supervise the preparation of the statement. Use the language of the witness or suspect even if it is vulgar. This makes sure that what is written is the witness' statement and is not a composition of yours or the investigating officer's. Statements are written in narrative, question and answer format, or both forms. However, narrative or story form written statements are best.
6. An appropriate oath for making the sworn statement is:

"Do you swear that the statements you have made are the truth, the whole truth, and nothing but the truth?"

If you are the officer who administers this oath, you must sign your name on the statement.

7. Statements may be handwritten. If typing is necessary, it is done at the battalion Personnel Administration Center if there is consolidated administration at battalion level (CABL). Any changes made in a handwritten or typed statement should be initialed by the person who made the statement. These initials will make certain that the person knew about the changes, made then, and the statement was not altered by someone else. All statements should be signed by the person who made the statements.

REFERENCES: FM 27-1, Legal Guide for Commanders
MCM, 1969, (Rev.)

093-425-5023

SUPERVISE PREPARATION OF A COURTS-MARTIAL CHARGE SHEET
(DD FORM 458)

CONDITIONS: Prepare DD Form 458, Courts-Martial Charge Sheet. Use FM 27-1 and the Manual for Courts-Martial, 1969, (Revised Edition).

STANDARDS: Prepare DD Form 458 as accurately as possible IAW paragraphs 4-3 through 4-6, and figures 4-1 through 4-4, FM 27-1. Make an original and 4 copies.

NOTE: If the battalion operates under CABL, the PAC types the charge sheet. However, it is important for the first sergeant to know what a charge sheet is and how it is used in the military justice system.

**PERFORMANCE
MEASURES:**

1. The charge sheet is the basic document for any courts-martial action. Once the charge(s) and specification(s) are prepared and signed under oath they become public record and are not altered, except on the advice of a judge advocate. The charge sheet is four pages long. Fill it out IAW paragraphs 4-2 through 4-6, FM 27-1, Legal Guide for Commanders; and the sample formats in figures 4-1 through 4-4, FM 27-1.
2. The following is a general outline of the requirements. Prepare an original and four copies of the charge sheet. Get help from the Judge Advocate General because careful preparation helps dispose of the case efficiently. A poorly prepared form causes delays and adds to the administrative work load.
 - a. Enter information about the accused and any administrative information about the investigation on page 1. Filling out DATA AS TO WITNESSES section is not a flagging action under AR 600-31. Failure to take a flagging action may result in loss of an essential witness who will not return to testify, or who can only do so at great expense to the government. Write information about evidence and its location in the DOCUMENTS AND OBJECTS section on page 1.
 - b. Enter charges and specifications on page 2. This is the most important part of the charge sheet. The charge shows which article of the UCMJ was violated. The specifications state the facts and circumstances of the violation. These are clearly

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stated when the accused is told of the date, time, place, and circumstances of the alleged offense. Chapter XXVIII of the Manual for Courts-Martial has the punitive articles which are the basis for the charges and specifications. The statement-of-proof at the end of each paragraph states what elements are needed to prove the offense. The elements are listed in the specifications. Appendix 6, Manual for Courts-Martial, has model fill-in-the-blank specifications which are legally correct and are used to fill out the charge sheet. Wording is not changed without the advice of the Staff Judge Advocate's Office in the Chief of Military Justice Division.

- c. The accuser's signature is on page 3. The accuser is usually the company commander, though any person subject to the Uniform Code of Military Justice may be an accuser. Page 3 also has a certificate which is signed to show that all charges and specifications have been read to the accused. The last items are signed as a receipt by the summary courts-martial authority. A 1st Indorsement is signed by the appropriate courts-martial convening authority, and the service of charges is signed by the trial counsel.
 - d. The company commander completes a section of page 4 to show if an Article 15 was offered. The Record of Trial by Summary Courts-Martial section completes the form and is used when a summary court is held.
3. This completes the charge sheet. If the battalion operates under CABL, the final typing of the charge sheet is done at the PAC.

REFERENCES: FM 27-1, Legal Guide for Commanders
MCM, 1969 (Rev.)

093-425-5024

**SUPERVISE PREPARATION OF RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ
(DA FORM 2627)**

CONDITIONS: Supervise the preparation of DA Form 2627 to ask for a company grade Article 15, or to recommend a field grade Article 15. Use AR 27-10, the Manual for Courts-Martial, 1969 (Revisal Edition and all supporting documentation.)

STANDARDS: As a minimum, make sure that:

1. DA Form 2627 is accurately completed when a company grade Article 15 is to be imposed and that DA Form 2627 is sent to higher headquarters if a field grade Article 15 is recommended.
2. All documentation is sent to the battalion commander if an appeal is requested.
3. Supplementary actions are properly prepared and sent to the next higher commander as necessary. If the battalion operates under Consolidated Administration at Battalion Level (CABL), the first sergeant must know the procedures for all Article 15 actions. The only difference under CABL is that the battalion Personnel Administration Center (PAC) will type the DA Form 2627, and a variety of overprint DF's and letters are used to simplify the legal administrative requirements.

**PERFORMANCE
MEASURES:**

1. If it is believed that an offense has been committed and if a preliminary investigation has already been conducted, it is important that the case be handled promptly. The company commander has several options and may decide:
 - a. To take nonpunitive actions such as admonitions and reprimands, corrective training, administrative reductions, and bars to reenlistment or reclassification.
 - b. To take administrative actions such as elimination actions and discharges.
 - c. To impose nonjudicial punishment such as an Article 15 or recommend a field grade Article 15.
 - d. To prefer charges and recommend trial by courts-martial.
2. Before taking any action on an Article 15, the company commander must make sure that:

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- a. The alleged misconduct took place.
 - b. The misconduct is an offense punishable under the Code.
 - c. The accused soldier probably committed the offense.
 - d. An Article 15 is appropriate for the offense.
3. After making these decisions, the commander must decide to give a company grade Article 15, or decide if the offense is severe enough to warrant referral to the battalion commander for a field grade Article 15. If the offense warrants referral to the battalion commander local policy is followed in making the recommendation to the next higher commander and the procedure is complete at company level.
 4. DA Form 2627 is the basic document when a decision is made to consider punishment by a company grade Article 15. It tells you exactly what must be done and the order in which it must be done. It serves as notification of intent to proceed with nonjudicial punishment proceedings and records the actions in a logical order. Appendix 6c, Manual for Courts-Martial, has models of specifications and charges to use as examples, when you complete item 1. on the form. The specifications are listed under the relevant article.
 5. The key to filling out the DA Form 2627 properly is to remember that the form is a notification of intent to punish as well as a logical progression of actions. The progression moves from notification of intent to a warning of rights. Notes on the back of the form help in filling out the form. Appendix E, AR 27-10, has additional information and is the basic AR on military justice. Part III, DA Form 2627, includes a brief list of needed attachments. The attachments are documentary evidence, witness statements, accused statements, statements of appeal, and any supplementary actions.

NOTE: Review task No. 093-425-5022, Supervise Preparation of Sworn/Unsworn Statements, for additional guidance.

6. A soldier may ask for a trial by courts-martial instead of accepting an Article 15, and has the right to consult a lawyer before making this decision. Consent to Article 15 proceedings is a waiver of the soldier's right to demand a trial and is not

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an admission of guilt. By accepting an Article 15, the soldier is saying that it is preferable to have guilt or innocence determined by the commander rather than by a courts-martial. The soldier has a right to present evidence in defense, extenuation, and mitigation before the officer who is considering whether or not punishment is needed. The soldier also has the right, if desired, to have a spokesman and to have the proceedings open to the public.

7. Every soldier who receives an Article 15 has the right to appeal. The appeal may be based on the soldier's belief that no offense was committed or that the punishment imposed was too severe. You should be aware of this basic right and the general procedure an appeal follows. If the soldier chooses to appeal (Part II, Item 9, DA Form 2627), the form and all attachments are sent to the next higher commander. The appeal must be made within a reasonable time after punishment is imposed. Although there are no definite rules about what REASONABLE TIME means, an appeal made more than 15 days after punishment is imposed may be rejected because it was not made within a reasonable time unless some EXTRAORDINARY CIRCUMSTANCES exist. If the soldier files a timely appeal then the execution of any punishment involving correctional custody, extra duty or restriction is stayed until the appeal is completed unless the soldier requests otherwise.
8. Basically, the commander who acts on the appeal considers it as a request for reconsideration. The officer to whom the appeal is addressed can grant the appeal, deny the appeal, or grant part of the appeal. The officer who reviews the appeal may not increase the punishment imposed by the company commander. If the commander takes additional action such as suspension, mitigation, or remission, then the soldier must be asked to withdraw voluntarily the appeal. If the soldier refuses, or if the commander takes no modification action, the appeal must be sent to the next higher commander. The appeal is made on DA Form 2627, and includes any statements or evidence provided by the soldier. The commander who gives the Article 15 can make a statement, if necessary, to rebut a statement by the soldier.
9. Part III, DA Form 2627, is used for various supplemental actions which may be accomplished with the Article 15. You, the first sergeant, should

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understand military justice actions and procedures so you can advise the commander if it is necessary, and help safeguard the welfare of the troops. You must know the various supplemental actions which are possible under an Article 15 and the circumstances which warrant their use.

10. Supplemental actions under Article 15 are related to the commander's power of clemency. The commander has the power to suspend, remit, mitigate, or set aside punishment, if the commander believes that such action is warranted by a particular situation. These powers of clemency are an effective tool if used to help rehabilitate an offender and are often more valuable than punitive power. Tied closely to the power of clemency is the commander's authority to void a suspended sentence if the rehabilitative process is not successful.
11. Suspension of punishment is the first of the powers of clemency. When punishment is suspended, all or part of the punishment is simply not put into effect for a specified time period, and the soldier has a probationary period in which to show good conduct and efficiency. Suspension of punishment gives the soldier an incentive to stay out of trouble. The unexecuted part of the punishment may be suspended for a reasonable time not to exceed 6 months. If at the end of the suspension period the soldier has stayed out of trouble the sentence is terminated. The decision to suspend a reduction-in-grade may be done by regulation at any time within 4 months after the reduction has been imposed. Suspension should be considered in all cases, but is more effective for a first offender. No favorable personnel actions are taken during the period of suspension.
12. If during suspension, the soldier commits other acts of misconduct, then the suspension may be voided and the original punishment put into effect. While a formal hearing is not needed to void a suspension, the soldier should, if possible, be given the opportunity to appear and refute any derogatory or adverse information upon which the proposed suspension is based.
13. The next supplemental action which must be considered is the mitigation of sentence. If a soldier has demonstrated by good conduct that a decrease in punishment is merited the punishment may be reduced or mitigated. For example, 14 days extra duty may be

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- reduced to 7 days or a forfeiture of pay may be reduced to a detention. Mitigation applies only to executed punishment except that a reduction-in-grade may be mitigated to a forfeiture or detention of pay even if it has already been executed.
14. The commander may consider remission of the sentence, under the same conditions that mitigation is appropriate. Remission is the cancellation of the unserved portion of the sentence. A person may not be held longer than the estimated time in service in order to complete a punishment imposed by Article 15. Also a discharge or other separation from the service cancels an unexecuted punishment.
 15. The last supplemental action to be considered is the setting aside of the action. If it becomes clear that an injustice was done then the action is set aside and all rights and privileges are returned to the soldier. This type of action is appropriate if new evidence or information proves that the soldier is innocent.
 16. Any action relating to suspensions, mitigation, remission, or setting aside actions are recorded in Part III, DA Form 2627, IAW notes 10 and 11 on the back of the form. Note 11 has suggested formats to use for any supplemental actions which may be required. If there is not enough space in Part III, use an attachment sheet. If the supplemental action is initiated after the Article 15 action is completed, use a separate DA Form 2627 but fill out only the heading and Part III. The appeal authority is not recorded in Part III.
 17. AR 27-10 requires that a notice of punishment be posted if the individual to be punished is below the grade of E5.
 18. If the battalion operates under CABL and has a PAC, procedures are the same. The only difference is that overprinted letters and DF's are used to simplify preparation and requests for legal actions; and the PAC clerk will type the required paperwork.

REFERENCES:

AR 27-10, Military Justice
DA Pam 27-14, Legal Guide for the Soldier
FM 27-1, Legal Guide for Commanders
TEC Lesson 909-071-0045-F, Punishment Under UCMJ
MCM, 1969, (Rev.)

093-425-5025

SUPERVISE PREPARATION OF SUMMARY OF
NONJUDICIAL PUNISHMENT ADMINISTERED FORM
(DA FORM 3743-R)

- CONDITIONS: You have a copy of a completed DA Form 2627, Preparation of Record of Proceedings Under Article 15 UCMJ, and must supervise the preparation of DA Form 3743-R.
- STANDARDS: As a minimum, make sure that a DA Form 3743-R is filled out for all soldiers in grade E4 or below if they receive an Article 15. The DA Form 3743-R is posted for 7 days starting with the day punishment is given.
- PERFORMANCE MEASURES:
1. Our legal system must be equitable and efficient if our system of military justice is to work and if the soldiers are to perceive it as fair and efficient. One action which enhances the soldier's perception of the fairness of the system is the open publication of the results of nonjudicial punishment.
 2. Use DA Form 3743-R to publish the results of Article 15 actions. An announcement of the results of an Article 15 may be made orally at a routine unit function, but if the person is in grade E4 or below, fill out a DA Form 3743-R and post it on the unit's bulletin board or other prominent place where routine notices are posted. Leave DA Form 3743-R in place for 7 days after punishment is given. If an Article 15 is given to soldiers in grades E5 or above, the publication of results of punishment is at the discretion of the unit commander.
- REFERENCES: FM 27-1, Legal Guide for Commanders

093-425-5026

PREPARE REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION
(DA FORM 268)

CONDITIONS: Take flagging action and prepare DA Form 268, Report for Suspension of Favorable Personnel Action. If your unit does not operate under Consolidated Administration at Battalion Level (CABL), use AR 600-31.

STANDARDS: As a minimum, fill out DA Form 268 IAW the requirements listed in paragraph 3 below.

NOTE: Under CABL, the procedure for filling out DA Form 268 is very simple. You submit an informal request using a preprinted form, a handwritten bucksliip or similar means. After you make your request the Personnel Administration Center (PAC) prepares the form. However, it is important that you know what a flagging action is, when it is needed, and the procedures needed to begin and to end a flag.

**PERFORMANCE
MEASURES:**

1. **FLAGGING ACTION.** The flagging action prevents favorable personnel actions (transfer, promotion, granting of security clearance) until an individual's status is determined. A flagging action suspends or prevents all personnel actions which could be favorable to the individual. The fact that an individual is subject to a flagging action is not sufficient authority to keep the person in the Army beyond the expiration date of service. Because flagging actions can have a serious effect on an individual's morale and military career, great care must be taken by all persons involved in processing such actions. Flagging actions are not submitted for soldiers in grades E1 through E5 except when they are under investigation for, or have been charged with, an offense punishable under the Uniform Code of Military Justice, by a dishonorable discharge or by confinement for more than one year.
2. **FLAGGING ACTION CATEGORIES.** There are three broad personnel actions that require flagging. These are:
 - a. Persons against whom action is being considered under the military personnel security program.
 - b. Persons against whom action has been taken which may result in dismissal, discharge, courts-martial,

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disciplinary action, demotion, or elimination proceedings.

- c. Persons who are AWOL, who are under charges or who are being held by civil authorities, or who are being investigated because of statements or incidents that cast doubt upon their character or honesty.

NOTE: Commanders or supervisors must make sure, except in security cases, that all soldiers who are flagged are told that flagging actions have been started. Also they are told immediately if flagging actions are withdrawn. Only those who have a need to know are told of the suspension. When the reasons for suspension no longer exist, the suspension is promptly lifted.

3. PREPARATION OF FLAGGING ACTION. It is important that flagging actions be started promptly. The personnel data section, sections I, II and III, DA Form 268, are filled out and hand carried to the appropriate headquarters within 24 hours after preparation. DA Form 268 is also used to end a flagging action and is submitted within 24 hours after preparation. For active duty personnel, AR 600-31 requires that an original and 3 to 5 copies be sent through the chain of command. The number of copies needed depends on whether the case involves loyalty or security. Local supplements to AR 600-31 or local SOP's tell you the number of copies needed for your unit. Normally the S1 channels distribute the copies. Format examples which show how to fill out this form are usually in local supplements to the AR or in your unit's SOP.
4. INTERIM REPORTS. Interim reports are submitted 60 days after the initial report and every 60 days thereafter until the case is closed. Interim reports are not needed for personnel who have been:

- Dropped from the rolls as deserters.
- Personnel serving a sentence.
- Personnel under a suspended sentence which is pending appellate review, board action or review of board action at Headquarters, Department of the Army.

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Interim reports are submitted again if there is a change in status of an individual's case. Distribution of interim reports is the same as the initial report or as changed by the transfer of suspension control. (Transfer of control is discussed at length in para 5c, AR 600-31.)

5. REMOVAL OF SUSPENSION OF FAVORABLE PERSONNEL ACTION.
 - a. It is a command responsibility to lift suspensions promptly when there is no longer any reasons for suspension. This is a critical responsibility because of the possible adverse effect it could have on the soldier's morale and/or career.
 - b. The suspension is removed by DA Form 268 with a report of the last disposition of the case or action. It is distributed in the same manner as the initial and interim reports. Remember that a suspension is not removed while an individual is being punished under Article 15, under sentence of courts-martial, or during the term of any suspension of punishment.
6. SEPARATE REPORTS. Separate reports are submitted on each suspension action. It is possible for an individual to become involved in an investigation and before the suspension is removed to be involved in another incident.

REFERENCES: AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings

093-425-5027

PREPARE BAR TO REENLISTMENT

CONDITIONS: Your unit is not operating under Consolidated Administration at Battalion Level (CABL), and you need to prepare bar to reenlistment procedures. Use AR 601-280.

STANDARDS: As a minimum, prepare a bar to reenlistment IAW the requirements listed in Performance Measure 2 below.

CABL PROCEDURES: Under CABL, the Personnel Administration Center (PAC) prepares the Bar to Reenlistment Certificate.

PERFORMANCE
MEASURES:

1. BAR TO REENLISTMENT.
 - a. Submit a bar to reenlistment to ask that enlistment be denied to persons whose reentry into or continued service with the Army is judged not to be in the best interests of the Army. Supervisors and commanders must be constantly alert to detect and weed out those people whose character, conduct, abilities, attitudes, motivation or adaptability to military service fails to meet the standards for service.
 - b. Individuals against whom Bar to Reenlistment proceedings are started often have records which disclose the recurrence of one or more of the following:
 - (1) Losses of clothing and equipment
 - (2) AWOL for 1 to 24 hour periods
 - (3) Late to formations, details, or assigned duties
 - (4) Always in debt, slow to repay, or makes late payments
 - (5) Poor personal hygiene
 - (6) Poor personal appearance
 - (7) Goes on sick call without medical cause
 - (8) Frequent traffic violations
 - (9) Frequent Article 15 punishment
 - (10) Late returning from pass or leave
 - (11) Misses bed check (when in force)
 - (12) Cannot follow orders, takes too much time, or is unwilling to cooperate
 - (13) Cannot learn a job
 - (14) Cannot adapt to the military

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- (15) Fails to manage properly personal, marital, and/or family affairs
- (16) Involved in discreditable incidents in the civilian community
- (17) Involved in incidents of moral turpitude which shows a lack of character

2. SUBMITTING RECOMMENDATIONS FOR BAR TO REENLISTMENT.
The following is a brief summary of the requirements:

- a. The soldier's unit commander prepares a DA Form 2126-R, Bar to Reenlistment Certificate, signed in duplicate, which summarizes why there is a need to begin bar to reenlistment procedures. This certificate includes, if appropriate, the number and date of courts-martial, punishment under Article 15, and all other factual and relevant information which supports the recommendation.
- b. The commander sends the certificate to the soldier concerned, so the soldier can make a statement, if desired, as required by AR 601-280.
- c. The soldier is given a reasonable time to prepare comments and to collect any documents and/or pertinent material.
- d. When the commander receives the soldier's comments, the commander sends the certificate through channels to the appropriate commander who approves or disapproves the bar to reenlistment.
- e. Commanders who have final authority to approve or disapprove bars to reenlistment are as follows:
 - (1) General Courts-martial Authority - for soldiers with less than 10 years active federal service at ETS. This authority may be delegated to commanders with special courts-martial authority. If the soldier being barred contests or appeals the action, the certificate is sent to the commander exercising general courts-martial authority.
 - (2) Major Commander - for soldiers with 10 to 18 years active federal service at ETS and for soldiers with 18 or more years service, if the soldier will have over 20 years service or the commander takes action to extend the enlistment to retirement eligible at ETS. This authority may be delegated to MACOM DCSPER.

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- (3) Headquarters Department of the Army - for soldiers with 18 years or more, but less than 20 years of active federal service at ETS. This authority may not be delegated.
- f. Before putting an approved certificate in a soldier's file, the commander of the unit, to which the individual is assigned or attached for duty and administration, may submit a recommendation to void the certificate. Approval to void a certificate is granted by the same authority that approved the certificate originally, or if the individual has moved to another jurisdiction by the comparable commander there.
3. CABL PROCEDURES. Under CABL, the PAC prepares the bar to reenlistment certificate. The company/battery makes an informal handwritten or telephonic request for PAC to prepare a bar to reenlistment. This request is accompanied by supporting material such as counseling statements, records of punishment, or actions to upgrade performance. However, it is important that you know what a bar to reenlistment means, when it is applicable, and the procedures required to begin or lift the bar.

REFERENCES: AR 601-280, Army Reenlistment Program

093-425-5028

INITIATE ADMINISTRATIVE ACTIONS ON AN
AWOL SOLDIER

CONDITIONS:

A soldier is AWOL and you must begin administrative action. Use Army Regulations 340-15, 600-31, 630-10, 680-1, 700-84, DA Pamphlet 600-8, and 600-8-1, Volume I, SIDPERS User Manual.

STANDARDS:

Within one working day (8 hours) make sure administrative actions 1 through 8 are done. Action 9 is self-explanatory.

1. Notify Provost Marshal Office (PMO) AWOL/Apprehension Section that the soldier is AWOL.
2. Prepare Commander's Inquiry.
3. Prepare sec II and sec IV, if applicable, DA Form 4187.
4. Prepare mark sense form to change the soldier's status.
5. Prepare mark sense form (Flag).
6. Post DA Form 2475-2, Personnel Data Card.
7. Suspend DA Form 268, Favorable Personnel Action.
8. Inventory the soldier's personal property and effects.
9. On the 10th day of AWOL prepare a nonmilitary letter to the next of kin.

NOTE: The PAC takes the above actions if the unit operates under CABL.

PERFORMANCE
MEASURES:

1. The administrative actions needed for a soldier who is AWOL are outlined in seven Department of the Army references. To explain each action separately would entail extensive duplication. To avoid this duplication these performance measures are designed to tell you what action to take, and which regulation has detailed instructions on how to prepare each action.

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Action	Refer To
Notify PMO AWOL/Apprehension Section that soldier is AWOL status.	AR 630-10
Prepare commander's inquiry.	AR 360-10
Prepare Sec II and Sec IV, if applicable.	DA PAM 600-8
Prepare mark sense form to change the soldier's status.	DA PAM 600-8-1, Volume I, SIDPERS User Manual
Prepare mark sense form (Flag) if DA Form 268 is used.	DA PAM 600-8, Volume I, SIDPERS User Manual
Post DA Form 2475-2, Personnel Data Card.	AR 690-1; DA PAM 600-8-1, Vol I, SIDPERS User Manual
Suspend favorable personnel actions, DA Form 268.	AR 600-31
Inventory personal property and effects.	AR 700-84
On the 10th day of AWOL prepare a non-military letter to the next of kin.	AR 630-10 and AR 340-15

2. These administrative actions are required by Department of the Army. Commanders may supplement these regulations and ask that additional action be taken and/or impose shorter suspenses.
3. If your unit has US Army Reserve or National Guard personnel assigned or attached for active duty training, see Chapter 4, Section 4, AR 630-10 for required administrative actions.

REFERENCES:

AR 340-15, Preparing Correspondence
 AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases or other Investigations or Proceedings
 AR 630-10, Absent Without Leave and Desertion
 AR 680-1, Morning Report, Reports Control Symbol AG 140-R5
 AR 700-84, Issue and Sale of Personal Clothing
 DA PAM 600-8, Military Personnel Office Management and Administrative Procedures
 DA PAM 600-8-1, Volume I, SIDPERS User Manual

093-425-5029

PREPARE DROPPED FROM THE ROLLS (DFR)
ADMINISTRATIVE ACTION

CONDITIONS:

A soldier is a deserter and you must prepare a DFR administrative action. Use Army Regulations 27-1, 27-10, 40-121, 190-9, 340-15, 600-31, 604-5, 630-10, and 700-84, Manual for Courts-Martial, 1969, (Revised Edition) DA PAM 600-8 and 600-8-1.

STANDARDS:

Within the time allowed by regulations, take the following administrative action:

1. Prepare on the 30th day of AWOL mark sense form (DFR).
2. Prepare on the 30th day of AWOL sec II and sec IV, DA Form 4187 and Commander's Certificate.
3. Prepare within 24 hours DA Form 3835.
4. Suspend favorable personnel actions.
5. Prepare mark sense form (Flag), if applicable.
6. Post Personnel Data Card, DA Form 2475-2. Commander's Certificate goes in the remarks section. Prepare two copies for the unit's file and send the original to the soldier's 201 file.
7. Prepare charge sheets within 2 days and send to the soldier's 201 file along with DA Form 4187.
8. Take action within 3 days, if applicable, to have security clearance revoked.
9. Prepare within 4 days a nonmilitary letter to notify the soldier's next of kin.
10. Notify CHAMPUS or the Medical Facility Commander if there is reason to believe a deserter has a dependent who is receiving medical care.
11. Keep personal property and personal effects for 120 days.

PERFORMANCE
MEASURES:

1. The administrative actions required when a soldier is classified as a deserter are in twelve Department of the Army references. To explain each action separately would require a book larger than your Soldier's Manual. To avoid this duplication, these performance measures are designed to outline what actions to take and to guide you to the specific regulation for detailed instructions on how to prepare each action.

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Actions	Refer To
Prepare mark sense form (DFR).	Vol I, SIDPERS User Manual
Prepare Sec II and Sec IV, DA Form 4187, Commander's Certificate.	DA PAM 600-8
Prepare DA Form 3836 within 24 hours.	AR 190-9
Suspend favorable personnel actions.	AR 600-31
Prepare mark sense form (Flag) if applicable.	Vol I, SIDPERS User Manual
Post DA Form 2475-2, Personnel Data Card. Commander's Certificate goes in remarks section. Prepare original and one copy. Send the original to 201 file and put copy in unit's file.	Vol I, SIDPERS User Manual
Prepare charge sheets within 2 days and send to 201 file.	MCM 1969, AR 27-1 and AR 27-10
Take action to have security clearance revoked.	AR 604-5
Prepare nonmilitary letter to notify next of kin.	AR 630-10 and AR 340-15
Notify CHAMPUS or Medical Facility Commander if there is reason to believe a deserter has a dependent who is receiving medical care.	AR 40-121
Keep personal property and personal effects for 120 days.	AR 700-84

2. These administrative actions are required by Department of the Army. Local commanders may supplement the regulations and require that additional actions be taken and/or approve shorter suspensions.
3. If your unit has US Army Reserve or National Guard personnel assigned or attached for active duty for training, see Chapter 3, Paragraph 3-2, AR 630-10, for required administrative actions.

REFERENCES:

- AR 27-1, Judge Advocate Legal Service
- AR 27-10, Military Justice
- AR 40-121, Uniformed Services Health Benefit Program
- AR 190-9, Military Absentee and Deserter Apprehension Program
- AR 340-15, Preparing Correspondence
- AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases or other Investigations or Proceedings.
- AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material
- AR 630-10, Absent without Leave and Desertion
- AR 700-84, Issue and Sale of Personal Clothing
- DA Pam 600-8, Military Personnel Office Management and Administrative Procedures
- DA Pam 600-8-1, Volume I, SIDPERS User Manual
- MCM, 1969, (Rev.)

093-425-5030

REVIEW APPLICATION FOR HARDSHIP/DEPENDENCY DISCHARGE

- CONDITIONS:** A soldier asks to be separated from military service as authorized by Chapter 6, AR 635-200. Review the application to see if a hardship/dependency discharge is possible.
- STANDARDS:** As a minimum you must make sure that:
1. Application meets hardship/dependency separation criteria as outlined in Performance Measure 1 below.
 2. Evidence supports the specific nature of the claim for hardship/dependency separation as explained in Performance Measure 3 below.
- PERFORMANCE MEASURES:**
1. **CRITERIA.** Enlistees in the Active Army, and enlisted members of the reserve components, if on active duty or active duty training, may be discharged or released if a real dependency or hardship exists.
 - a. **Dependency.** Dependency exists if because of death or disability of some member of the soldier's family, other members of the family have become principally dependent upon the soldier for care and/or support.
 - b. **Hardship.** Hardship exists if the circumstances do not involve death or disability of a member of the enlisted person's family, but when the soldier's separation from the service would materially affect the care and/or support of that family by relieving undue and genuine hardship.
 2. **APPLICATION OF CRITERIA.** Separation of soldiers from the service because of dependency or hardship is granted when ALL of the following conditions exist:
 - a. Conditions have happened or have become worse since the soldier came on active duty.
 - b. Conditions are not temporary.
 - c. The soldier has made every reasonable effort to lessen the dependency or hardship but without success.
 - d. The soldier's discharge from active military service is the only way the dependency or hardship can be eliminated or relieved.
 3. **EVIDENCE REQUIRED.** Normally, supporting evidence for an application for separation because of dependency or hardship is in affidavit form. The evidence proves the

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conditions or events on which the application for dependency or hardship separation is based.

a. The evidence required depends on the hardship claimed. As a minimum, the application includes the following affidavits:

- (1) The enlisted person's request for separation. This affidavit explains the nature of the hardship and the actions which the soldier intends to take to lessen the hardship.
- (2) An affidavit or statement by the soldier's dependents or on their behalf which proves the dependency or hardship.
- (3) Affidavits by at least two agencies or individuals, other than members of the soldier's family, which prove the dependency or hardship.

b. Additional evidence may be required as follows:

- (1) When financial difficulty is the basis for the application, a detailed statement is required to establish the monthly income and expenses of the family.
- (2) When the death of a member of the soldier's family is the basis for the application, a death certificate or other proof of death is needed.
- (3) When disability of a member of the enlisted person's family is the basis for the application a physician's certificate which shows the diagnosis, prognosis, and date of disability is needed.
- (4) When the enlisted person asks to be separated to support members of the family other than spouse or children, the application should show the names and addresses of these members of the family. Proof that they cannot help care for their family is needed.

4. APPLICATION FOR SEPARATION. An enlisted person who asks to be separated because of dependency or hardship must make the request in writing on DA Form 2476, Application for Separation - Hardship or Dependency. But if all essential evidence is submitted, do not return an application merely because it is not on a DA Form 2476.

REFERENCES: AR 635-200, Enlisted Personnel

093-425-5031

PREPARE RECOMMENDATION FOR DISCHARGE FOR
MISCONDUCT/UNSUITABILITY

CONDITIONS: A soldier must be separated for misconduct or unsuitability. Use AR 635-200 to prepare the discharge.

STANDARDS: Make sure that all actions taken to separate the soldier from the service are IAW Performance Measure 5 below.

**PERFORMANCE
MEASURES:**

1. GENERAL. Chapter 13, AR 635-200 gives you the policy and procedures for separating soldiers who are found unfit for further military service because of misconduct or unsuitability.
2. SOLDIERS SUBJECT TO SEPARATION. A soldier can be separated under the provisions of Chapter 13, AR 635-200, if one or more of the following conditions exist:

a. Misconduct:

- (1) Frequent incidents of a discreditable nature with civil or military authorities.
- (2) Sexual perversion, including, but not limited to:
 - (a) Lewd and lascivious acts.
 - (b) Indecent exposure.
 - (c) Indecent acts with, or assault upon, a child.
 - (d) Other indecent acts or offenses.
- (3) Drug offenses, defined as the use or incidental possession of any drug or controlled substance as defined in AR 600-50, and if use or possession is not covered by the exemption program. (See AR 600-85 for information about the Drug and Alcohol Exemption Program).
- (4) An established pattern of:
 - (a) Shirking.
 - (b) Showing dishonorable failure to pay just debts.
 - (c) Showing dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decrees, or judgements of the civil court concerning support of dependents.

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- (5) Homosexual Acts. A homosexual act is defined as bodily contact between persons of the same sex, actively undertaken or passively permitted by either or both, with the intent of obtaining or giving sexual gratification, or any proposal, solicitation, or attempt to perform such an act.

b. Unsuitability:

- (1) Inaptitude. Those persons who are best described as inept, due to lack of general adaptability, want of readiness or skill, unhandiness, or inability to learn.
- (2) Personality Disorders. Personality disorders and disorders of intelligence as determined by medical authority.
- (3) Apathy (lack of appropriate interest).
- (4) Homosexuality (homosexual tendencies, desires, or interest, but without overt homosexual acts). Includes personnel who have not engaged in a homosexual act during military service, but who have a verified record of preservice homosexual acts.

- 3. COUNSELING AND REHABILITATION. Before taking action to separate a soldier under the provision of Chapter 13, AR 635-200, commanders and supervisors must make certain that adequate counseling and rehabilitation measures have been taken. Reassignments related to rehabilitation are normally made without spending permanent change of station or military personnel funds.
- 4. MEDICAL PROCESSING. Any soldier who is being considered for discharge because of misconduct or unsuitability undergoes a final physical examination including a mental status evaluation. If medical authorities find that the soldier does not meet medical standards (AR 340-501) then the soldier is processed IAW AR 40-3. The soldier's commander is notified and the recommendation for discharge action is closed.
- 5. ACTION BY THE COMMANDER. If counseling and rehabilitative measures are taken but the individual has not been helped, the unit commander takes the following actions:
 - a. Gives the soldier an opportunity to waive the right to a hearing before a board of officers. In such cases:

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- (1) The commander tells the soldier, in writing, the basis for the proposed discharge action and also tells the soldier of the following rights:
 - (a) The soldier's case can be presented to a board of officers.
 - (b) The soldier can be represented by counsel.
 - (c) Statements can be submitted in the soldier's behalf.
 - (d) The soldier can withdraw the waiver of rights in (a), (b), and (c), above, any time before the date the discharge authority directs or approves the discharge and the soldier can also request that the case be presented before a board of officers.
 - (2) The soldier is given a reasonable time (not less than 48 hours) to consider waiver of board proceedings and shall have an opportunity to consult with counsel before waiving any rights.
 - (3) The soldier submits a signed statement, is told why the separation is planned, and knows what effect the separation has on any rights. The statement is signed by the counsel and the statement is put in the unit commander's report.
 - (4) Waiver of a board hearing is not accepted if the soldier has completed 18 or more years of active military service.
- b. Send the case to higher headquarters with a recommendation that the soldier be discharged IAW Chapter 13, AR 635-200. Recommend the type of discharge to be awarded.
 - c. Initiate action under the Uniform Code of Military Justice, if applicable.
 - d. Contact the Defense Counsel Section Office of the Staff Judge Advocate, and make an appointment for the soldier to be seen by counsel.
 - e. Send the case to higher headquarters with a recommendation that the soldier's discharge be processed through medical channels, if the soldier's medical condition warrants.

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- f. Initiate flagging action under the provisions of AR 600-31. If the soldier's case is to be processed through medical channels, the commander removes flagging action so that the action is not delayed.
 - g. Initiate a request for waiver of counseling and rehabilitation, if applicable. The request includes information needed to make a determination whether or not further duty by the soldier would cause serious disciplinary problems or be a hazard to the military mission or the soldier.
 - h. Revoke the soldier's security clearance IAW Paragraph 24b, AR 604-5.
 - i. Write a letter of recommendation for "Discharge - Misconduct/Unsuitability, AR 635-200." Send the letter of recommendation and the number of copies needed (IAW Unit SOP) to unit headquarters. Send all documentary evidence with the letter.
6. BOARDS OF OFFICERS. AR 15-6 and AR 635-200 covers Boards of Officers. Commanders with general courts-martial jurisdiction appoint Boards of Officers to determine misconduct discharges. Commanders with special courts-martial jurisdiction appoint Boards of Officers to determine unsuitability discharges.

REFERENCES:

- AR 15-6, Procedure for Investigating Officers and Board of Officers Conducting Investigations
- AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
- AR 600-50, Standards of Conduct for Department of Army Personnel
- AR 600-85, Alcoholic and Drug Abuse Prevention and Control Program
- AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material
- AR 635-200, Enlisted Personnel

093-425-5032

MAINTAIN MEAL CARD REGISTER

- CONDITIONS:** Maintain the meal card register for your unit. Keep the register in a ruled memorandum book; 8-1/2 x 14-inch (NSN 7530-00-222-3523 or NSN 7530-00-222-3524). Use a specific block of numbers or letter prefixes and AR 30-1 and local supplements.
- STANDARDS:** As a minimum, the meal card register contains the following information:
1. Meal card number
 2. Date of issue
 3. Printed name of individual to whom meal card was issued
 4. Signature of soldier
 5. Date of withdrawal or destruction
 6. Reason for withdrawal or destruction
- PERFORMANCE MEASURES:**
1. General. The unit designates, on unit orders, a meal card controller who keeps a register of all meal cards issued. Meal cards are prenumbered and signed by the unit commander or an officer designated as the meal card control officer. It is not necessary to issue new meal cards if there is a change in unit commanders.
 2. Registering the Meal Cards. Units that issue 250 or fewer meal cards use a separate page for each meal card number. Units that issue more meal cards than there are pages in the register may use one page to record the issue of up to three meal cards. When a page is used to record more than one meal card issued, leave at least 10-line spaces between each card entry. Example of a meal card register format is shown in Figure 1.
 3. Issue and Withdrawal of Meal Cards. Refer to the table for instructions on maintaining a meal card register.
- REFERENCES:** AR 30-1, The Army Food Service Program

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Figure 1. Example format of a Meal Card Register.

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TABLE FOR THE ISSUE AND WITHDRAWAL OF MEAL CARDS

RULE	IF AN INDIVIDUAL	AND IF THE INDIVIDUAL	ACTION TO BE TAKEN
1.	Is new to the unit.	Is authorized to subsist without reimbursement.	Issue meal card and complete columns a, b, c, and d of meal card register. Tell dining facility manager how many new arrivals there are.
2.	Is new to the unit.	Receives a basic allowance.	Tell dining facility manager how many new arrivals there are.
3.	Ask for basic allowance for subsistence.	Is granted approval by the commander in writing.	Withdraw meal card from the individual on the day the allowance begins. Complete columns e and f of meal card register; tell the individual that all meals eaten in dining facilities must be paid for after this date. Tell the dining facility manager about any changes in an individual's status.
4.	Goes on TDY or leave.	Has a meal card.	Withdraw meal card; complete columns e and f of the register; keep card so it can be reissued when the individual returns from TDY or leave. Tell the dining facility manager of any decrease in personnel strength.
5.	Reports the loss of a meal card.	Verifies by meal card register that a meal card was issued.	Enter date loss was reported in column e and enter loss in column f of the register. Assign a new meal card number but do not use the lost meal card number for 30 days unless all other meal card numbers are assigned. Tell the dining facility manager that a card was lost and give name and numbers so that the head-counter can check all diners for the missing card. Notify post adjutant so that a notice can be placed in daily bulletin for at least 3 days.
6.	Is to be confined in a US Army confinement facility.	Has a meal card.	Withdraw meal card and complete columns e and f of register. Keep card for reissue if the individual will return to the unit after confinement.
7.	Is being transferred on PCS to a new unit.	Has a meal card.	Withdraw meal card and complete columns e and f of the register. Destroy meal card except laminated cards issued to replacement stream personnel, students or trainees.
8.	Is a member of the US Air Force on TDY.	Has orders showing an allowance for subsistence is being received.	Do not issue meal card.
9.	Is a member of US forces other than active Army, or is a member of a military assistance program, labor service, KATUSA or a foreign military service.	Has been granted approval to have payment for meals eaten made by pay voucher deduction.	Issue meal card over stamped with the appropriate symbol IAW para 4-26b(7) of AR 30-1.
10.	Is an officer, warrant officer, or enlisted person required to repay the Government for meals eaten.	Has been granted approval to pay for meals eaten by pay voucher deduction.	Issue meal card over stamped with MPV as shown in para 4-26b(7), AR 30-1. Tell dining facility manager the name and meal card numbers issued, so the dining facility manager can account for meals served IAW paragraph 4-28f, AR 30-1.

093-425-5033

REVIEW CASH COLLECTION VOUCHER
(DD FORM 1131)

CONDITIONS: Use AR 735-11 to review a completed DD Form 1131, Cash Collection Voucher.

STANDARDS: As a minimum, make sure that:

1. Name, location and zip code of the activity is correct and complete on the DD Form 1131.
2. The name, rank, social security account number, and signature of each remitter is shown on the DD Form 1131.
3. The DD Form 1131 shows the purpose and depreciation allowed IAW Paragraph 5-20c, AR 735-11.
4. The DD Form 1131 shows admittance statement for pecuniary liability.
5. The completed DD Form 1131 is handled IAW the Privacy Act of 1974.

PERFORMANCE
MEASURES:

1. GENERAL. When government property has been lost, the soldier directly responsible for the property must take action to be relieved of that responsibility. The methods of obtaining relief from responsibility should not be confused with or delayed by administrative or punitive actions taken in the interest of supply discipline.
2. CASH COLLECTION VOUCHER.
 - a. General. When a soldier voluntarily admits pecuniary liability for property lost in the amount of \$250 or less (except lost weapons) or in response to a request, offers payment in cash (cash payment may not be demanded), a record of such payment will be made on the DD Form 1131, Cash Collection Voucher. A copy of the completed form is used to secure relief from property responsibility.
 - b. Review DD Form 1131. Review the Cash Collection Voucher to make sure that:
 - (1) 3 copies of DD Form 1131 are filled out.
 - (2) The receiving office block has the name, title and signature of the person receiving the voucher.
 - (3) Each collection applicable is listed separately in The Name of Remitter/Description of Remittance column, which shows the name,

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social security account number, rank and signature of each individual who admits to pecuniary liability for loss of property. A separate entry is made for each loss.

- (4) A detailed description of why each collection was received is listed for each entry.

- c. The completed Cash Collection Voucher is sent to the installation finance office.

REFERENCES: AR 735-11, Accounting for Lost, Damaged, and Destroyed Property .

093-425-5034

REVIEW INVENTORY ADJUSTMENT REPORT (IAR)
(DA FORM 444)

CONDITIONS: Use AR 735-11 to review a completed DA Form 444, Inventory Adjustment Report.

STANDARDS: As a minimum, make sure that the Inventory Adjustment Report is appropriate and meets the requirements listed in the checklist in Performance Measures below.

NOTE: Your unit may amend this checklist or use a totally different checklist or SOP tailored it to the unit's specific operations needs.

PERFORMANCE
MEASURES:

1. DA FORM 444, INVENTORY ADJUSTMENT REPORT (IAR).
 - a. The IAR (Figure 1) is a simplified, economical way to report losses of any property which is kept on property book accounts, and for adjusting appropriate supply records. The IAR is used for all losses except for loss of personal arms and equipment; occupied government quarters and furnishings; or property found missing during inventories conducted because there was a change of accountable or responsible officers.
 - b. This system provides the commander with a simple and rapid means of adjusting supply records to reflect the loss of, damage to, or destruction of property. Do not delay processing an IAR pending the conclusion of administrative or punitive actions that are being taken for supply discipline. The determination of pecuniary liability for property loss is an administrative action. Administrative and punitive actions are separate and distinct actions from supply actions which are used to obtain relief from property responsibility.
 - c. Uses of the IAR.
 - (1) When property is damaged but maintenance personnel thinks the property is economically repairable, it is not necessary to adjust the unit's supply records. The unit puts the property through maintenance channels so it can be returned to serviceable condition, and the unit does not fill out an IAR or a report of survey. This procedure is followed regardless of the cause of the damage - for wear and tear or for negligence.

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PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

DA FORM 1 AUG 54 444

Figure 1.

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- (2) When property is damaged beyond economical repair, destroyed, or lost, adjust supply records. If the property is available for turn-in, turn it in through normal supply channels.
2. REVIEWING THE IAR. Review the IAR to make sure it is complete and correct any mistakes you find. Use the following checklist to review the inventory adjustment report. The numbers are keyed to the example in Figure 1.
1. Station Fill in the unit or activity designation and station of the company, troop, battery or equivalent organization where the loss occurred.
 2. Date prepared Fill in the calendar date.
 3. Page number Fill in the numeral 1 for page 1.
 4. Number of pages Fill in the numeral sequence for pages if more than one page. Otherwise enter 1.
 5. Supply branch Fill in the DSU or the GSU organization description which supports the property book accounts.
 6. Property class Fill in Organization or Installation if appropriate. A separate DA Form 444 is used for each class of property.
 7. Class code Leave blank.
 8. Ownership Fill in the property book account code.
 9. Condition Fill in destroyed or lost as appropriate.
 10. Report number Leave blank.
 11. Item number Number in sequence on each DA Form 444. Combination sheets are not authorized.
 12. Stock or part number. Fill in the correct stock number for the item. If the item is nonstandard, write nonstandard or NSP.
 13. Nomenclature Fill in the correct nomenclature of the item. Give an accurate description that will identify a nonstandard item. If the item has serial number, include the number for additional identification.
 14. Unit Fill in the unit of issue.
 15. Recorded quantity ... Fill in the current balance which the identified unit in the station block is responsible for.
 16. Inventory quantity ... Fill in the unit balance after turn-in or lost without turn-in.
 17. Quantity over Leave blank.
 18. Quantity short Fill in the number of units being turned-in, and the designation of the unit such as 1 ea, 2 pr, 2 doz, etc.
 19. Unit standard price Write in the unit cost of the listed items. Detailed information about the cost of articles is in paragraph 3-25, AR 735-11.
 20. Debit Leave blank.

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21. Credit Fill in the total cost of each entry. Total cost is computed by multiplying the standard unit price by the number of units short.
22. Certificate Place the following certification below the last item listed. The certification is worded as follows:
- I certify that the above inventory adjustments were necessitated by the loss, damage, or destruction of property as outlined in the summary of facts and circumstances on the back of this form, and appropriate action has been initiated in the interests of supply discipline.

(Signed)

(Typed name, grade, branch, title)

NOTE: All copies of the certificate are signed by the commander of the unit identified in the station block or warrant officer in the unit if that person has been designated by the unit commander.

23. Forwarding statement Place the following statement immediately below the certificate.
- Forwarded for accountable property record adjustment. I have reviewed this voucher and concur in all action being taken.

(Signed)

(Typed name, grade, branch, title)

- The immediate commander, not a designated representative, of the next higher headquarters of the unit identified in the station block signs copies 1 through 4.
24. Voucher number Fill in voucher number of the turn-in voucher. If there is more than one turn-in voucher list all voucher numbers.
25. Date approved Fill in the date accountable property record adjustment was made by the property book officer/accountable officer.
26. Accountable officer The property book officer's/accountable officer's printed name and signature goes in this block.
27. Director of supply and maintenance Fill in name of commander for whom the property book or account is being kept.
28. Statement of facts and circumstances Write on the back of DA Form 444 a statement of the facts and circumstances about the damage or destruction. Do not write more than one page, but give specific names, places, and time. Do not attach exhibits or inclosures to the DA Form 444. However, refer to pertinent information kept in other duty-constituted files, unit punishment files, or fire investigation files.

REFERENCES:

AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

093-425-5035

CONDUCT INVENTORY OF ABSENTEE'S PERSONAL EFFECTS
AND MILITARY EQUIPMENT

- CONDITIONS: A soldier is absent without authority (AWOL) or hospitalized and you must inventory the absentee's personal effects and military equipment. Use AR 700-84 and 710-2.
- STANDARDS: As a minimum, make sure that all government property and any personal effects which the soldier has are inventoried IAW procedures outlined in Performance Measures 1 and 2 below.
- PERFORMANCE MEASURES: 1. DISPOSITION OF ABSENTEE'S CLOTHING AND PERSONAL EFFECTS.
- a. Inventory. Immediately after learning that a soldier is AWOL, the unit commander or first sergeant asks an officer, warrant officer, or noncommissioned officer in grades E6 through E9, to inventory all property left by the AWOL soldier. The person who takes the inventory will:
 - (1) Make sure that abandoned clothing actually belongs to the AWOL soldier.
 - (2) Make sure that the clothing was not exchanged for clothing belonging to another soldier in the unit or organization.
 - (3) Make sure that all items and quantities of military clothing are inventoried on DA Form 3078 (make 3 copies).
 - (4) Make sure that the DA Form 3078 is verified and initialed by the unit commander or a commissioned officer or warrant officer.
 - (5) After the DA Form 3078 is signed, make sure that the original copy is put with inventoried items in a duffel bag or other suitable container. The other two copies are kept in the unit's suspense file pending further action.
 - (6) Make a separate inventory list of personal effects. Make sure it is signed, verified, initialed, and stored. Use procedures in paragraphs 1a(4) and 1a(5). Deposit personal cash with the finance and accounting officer. Get a receipt for the cash and keep it in the organization's files. File a copy with the individual's military personnel record.

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- b. Safekeeping. Secure the absentee's clothing in the unit's facilities as soon as the inventory is complete.
- c. Return of Individual. All clothing is returned to the soldier if the soldier returns to the unit or organization before being dropped from the rolls. The soldier acknowledges receipt of all personal effects on the original copy of the DA Form 3078. Destroy the two copies in the suspense file. The unit commander decides if the soldier has personal possession of the initial allowance of military clothing. If not, the missing items are replaced at the expense of the soldier.

2. DISPOSITION OF CLOTHING AND PERSONAL EFFECTS OF HOSPITALIZED SOLDIERS.

The unit commander or first sergeant immediately makes sure that clothing and personal effects belonging to a hospitalized soldier are secured and safeguarded. If the soldier is hospitalized at the installation, or if the soldier does not return within 5 days, the clothing and personal effects are inventoried as outlined in Performance Measure 1.

REFERENCES:

AR 630-10, Absence Without Leave and Desertion
AR 700-84, Issue and Sale of Personal Clothing
AR 710-2, Materiel Management for Using Units, Support Units and Installations

093-425-5036

REVIEW PAY INQUIRY (DA FORM 2142),
JUMPS-ARMY ALLOTMENT AUTHORIZATION (DA FORM 1341),
AND JUMPS-ARMY PAY ELECTION (DA FORM 3685)

- CONDITIONS: Review completed copies of DA Form 2142, DA Form 1341 or DA Form 3685. Use AR 37-101-1 and 37-104-3.
- STANDARDS: Standard for the task is met when you complete the Performance Measures below.
- PERFORMANCE MEASURES:
1. For DA Form 2142 make sure that:
 - a. Each block in Section I, DA Form 2142, is correctly filled in by the soldier, and that the cause of the pay inquiry is specific enough for the finance office to take followup action.
 - b. Each applicable block in Section II is filled in and signed by the unit commander before sending the form to the finance office.
 - c. Prepare 3 copies of the form.
 2. For DA Form 1341 make sure that:
 - a. The soldier correctly fills in blocks 1 through 4.
 - (1) If the start box in block 4 is checked, make sure that blocks 5, 6, 7, and 8 are filled in correctly.
 - (2) If the stop box in block 4 is checked, make sure that blocks 6, 7, and 10 are filled in correctly.
 - (3) If the change box in block 4 is checked, make sure that blocks 5, 6, 7, 8, and 10 are filled in correctly.
 - b. Block 11 is signed and dated in ink by the individual before sending to the finance office.
 - c. Prepare 3 copies of the form.
 3. For DA Form 3685 make sure that:
 - a. Only one box is checked showing how the soldier wants to be paid and the selected section applicable to the box checked is filled in correctly.
 - b. The authorization block is filled in and signed by the individual who completed the form.
 - c. Prepare 3 copies of the form.

093-425-5036 (continued)

- REFERENCES:
- AR 37-101-1, Field Organization and Operating Instructions
Under the Joint Uniform Military Pay System-Army
(JUMPS-Army)
 - AR 37-104-3, Military Pay and Allowances Procedures-Joint
Uniform Military Pay System (JUMPS-Army).

093-425-5037

REVIEW UNIT TRANSMITTAL LETTER (UTL)

CONDITIONS: Use DA Pam 600-8 to review the completed UTL.

STANDARDS: Make sure that the UTL is prepared in 4 copies and is consecutively numbered. As a minimum, it must have the following information:

1. The Unit Identification Code or Unit Processing Code.
2. Column A must show the total number of individual actions submitted.
3. Column B must show the DD or DA Form and/or a brief description of the document.
4. Column C must show remarks or identification (last name and last 4 digits of the individual's SSAN).
5. The UTL must be signed by the commander or an authorized representative.

PERFORMANCE MEASURES:

The UTL helps control and identify documents about a soldier's pay and leave. It is prepared in the unit and is important to the timely and accurate receipt and processing of documents. Figure 1 is a sample of a UTL. Detailed instructions for preparation are as follows:

- a. Prepare UTL in an original and 3 copies. Assign each UTL a control number and enter the number in the upper right corner of DA Form 2496 (see Figure 1). Use the next number for each additional UTL prepared. For an example use 02-01, the 02 to the left of the dash represents February, the month in which the UTL is prepared. The 01 to the right of the dash shows that it is the first UTL prepared in February. For the first UTL prepared each month show in the upper left corner of DA Form 2496 the last UTL prepared last month. (See example at top of Figure 1.)
- b. Put the Unit Identification Code or Unit Processing Code in the reference or office symbol box. For SIDPERS units the source document which identifies the Unit Processing Code is in the Letter of Instructions furnished by the local SIDPERS Interface Branch.
- c. Fill in the total number of individual actions for each type document in column A. For example, if a Morning Report is submitted for two soldiers, fill in the number 2.

093-425-5037 (continued)

- d. Enter in column B the DA or DD Form number with a brief description of the document.
- e. To identify and control all documents send to Military Personnel. Enter soldier's last name and last four social security number digits in column C (Remarks). (See Figure 1.)

LAST TRANSMITTAL Jan 74-01-22

DISPOSITION FORM		Unit Transmittal Letter No. 02-01	
For use of this form, see AR 360-15, the proponent agency is TAGCEN.			
REFERENCE OR OFFICE SYMBOL	SUBJECT		
(UIC/UPC)	Transmittal of Pay and Other Documents		
TO MILPO	FROM Commander	DATE 1 Feb 78	CMT 1
5th ADA GP	HHB 3rd Bn 59th ADA		
Forwarded are attached document(s) which support(s) change(s) in the pay and allowances of the members identified hereon.			
COLM A	COLM B	COLM C	
NUMBER	TYPE OF DOCUMENT	REMARKS/IDENTIFICATION	
_____	DA Form 1, cys 1, 3, and 4 w/ substantiating documentation		
_____	DA Form 31, Request and Authority for Leave (Suspense cy)	when leave is approved	
_____	DA Form 31 (Original cy)	when individual returns from leave	
2	DA Form 3141 JUMPS-Army Almt Auth	Mellert-6735 Hoganson-7024	
1	DA Form 3685, Pay Elections	Johnson-3918	
3	DA Form 4187 (Copies 1 and 2) (When used to report accelerated advancement/denial to PVZ)	Smith-9315 Doc-4683 Sharp-4295	
_____	DA Form 4187 (Copies 1 and 2) (Authorize payment sep rates)		
2	DD Form 362, Statement of Charges (3 cys per individual)	Herrold-6153 Gilbert-1837	
_____	Other (2 cys per indiv)		
8 Incl as		TERRY E. LEADER CPT, Ord C Commanding	

DA Form 2496 REPLACES DD FORM 94, WHICH IS OBSOLETE. GPO - 1978-085-422/1063

Figure 1.

REFERENCES:

DA PAM 600-8, Military Personnel Office Management and Administrative Procedures

093-425-5038

ASSIST COMMANDER IN THE CONDUCT OF A PERSONNEL ASSET INVENTORY (PAI)

- CONDITIONS: Help conduct a Personnel Asset Inventory (PAI). Use the Personnel Strength Zero Balance Report; DA Form 3986, Validation of Military Personnel Strength; AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation; and the SIDPERS Personnel Data (PDC-SIDPERS) file.
- STANDARDS:
1. Schedule a formation and tell all assigned and attached personnel the time, date, and place where it will be held.
 2. Get the latest copy of the Personnel Strength Zero Balance Report.
 3. Get enough copies of DA Form 3986 and complete items 1 through 9.
 4. After the PAI is complete make distribution IAW Table 3-1, AR 680-31.
- PERFORMANCE MEASURES:
1. The Personnel Asset Inventory (PAI) is a physical accounting of manpower at unit level. The inventory compares commissioned officer, warrant officer, and enlisted personnel by name and social security number against the data shown on the Personnel Strength Roster Morning Report or the SIDPERS Personnel Data (PDC-SIDPERS) in units where personnel are assigned for a period of nine weeks or more. Report on a DA Form 3986, Validation of Personnel Strength, that a PAI was conducted and send through command channels to the Military Personnel Strength Monitor (MPSM) who is the approving authority.
 2. A PAI is required under the following circumstances:
 - a. When there is a change of commander
 - b. Once each year
 - c. Fourteen days before a unit is moved to another installation, deactivated, discontinued or temporarily at zero strength
 - d. When commanders in the chain of command so direct
 - e. When unit strength varies more than 2 percent
 3. The Unit Morning Report and the Personnel Strength Zero Balance Reports are prepared and published for use by units and organizations which are supported

093-425-5038 (continued)

by SIDPERS. Automated Strength Rosters prepared by systems other than SIDPERS are known as the Personnel Strength Roster (PERSR). The Unit Morning Report Personnel Strength Zero Balance Report and the Personnel Strength Roster are the vehicle for the PAI. Reassignment gains or losses reported after the AS OF date are added or deleted from the roster, and provides a summary of all personnel assigned to the unit.

4. At the time of the PAI, units must account for all attached Active Army personnel, by name, except those individuals who are attached for training or who are participating in the Special Reserve Components Programs. Send a form letter to the commanders of the units to which the attached Active Army personnel are assigned within 10 days after the PAI. Unit commanders verify the personnel listed in the letters are properly accounted for in the accountable strength of the unit of assignment shown in the letter. If the unit of assignment is incorrect because the individual has been reassigned, copies of the reassignment orders are sent to the unit which reported the individual as attached. The total number of attached Active Army personnel is verified and corrections made if needed.
5. A detailed explanation of the PAI, instructions for conducting and recording the findings of the PAI on a DA Form 3986, are in Chapter 3, AR 680-31.

REFERENCES:

- AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation

093-425-5039

REVIEW PERSONNEL STRENGTH ZERO BALANCE REPORT,
PART I AND II

- CONDITIONS: Use Volume I, SIDPERS User Manual and the Personnel Data SIDPERS (PDC-SIDPERS) file to review Parts I and II of the monthly Personnel Strength Zero Balance Report.
- STANDARDS: Make sure the following actions are done IAW Procedure 4-7, Volume I, SIDPERS User Manual, to meet suspense date.
1. Personnel shown on the report are the same as those shown on the PDC-SIDPERS for all assigned and attached personnel.
 2. Determine the status of personnel shown on the report but who are not actually assigned or attached.
 3. Determine the status of personnel assigned or attached but who are not shown on the report.
 4. Delete or change reports if needed.
- PERFORMANCE MEASURES:
1. The Personnel Strength Zero Balance Report provides the following information:
 - a. Part I: Tells the commander that the duty status categories on the SIDPERS Organization Master File (SOMF) and the SIDPERS Personnel File (SPF) have been reconciled.
 - b. Part II: Tells the commander how to reconcile the unit's strength on a by name basis for each assigned or attached soldier in the unit.
 2. Once a month distribute the report to the unit. It is the unit's responsibility to make sure reports balance and that any deletions or changes are sent within the time prescribed by the local SIDPERS Interface Branch.
 3. A detailed explanation and a step-by-step process is in Procedure 4-7, Volume I, SIDPERS User Manual.
- REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5040

REVIEW PERSONNEL DATA-SIDPERS:

SHORT TITLE: PDC-SIDPERS

(DA FORM 2475-2)

- CONDITIONS: Review DA Form 2475-2, PDC-SIDPERS which is in the unit's file. Use Volume I, SIDPERS User Manual.
- STANDARDS: Review the PDC-SIDPERS to make sure that Part I and Part II are prepared and maintained IAW Procedure 5-1, Volume I, SIDPERS User Manual.
- PERFORMANCE MEASURES:
1. The Personnel Data-SIDPERS (PDC-SIDPERS) is a management tool used by the unit commander, first sergeant, and unit clerk. The PDC-SIDPERS, DA Form 2475-2, and other command and staff reports help to prepare personnel requests and submission of SIDPERS change reports. The PDC-SIDPERS also:
 - a. Is a historical and legal document about the soldier and shows the period of assignment or attachment to a specific unit.
 - b. Is an audit trail of transactions about unit personnel and has all information required by Procedure 5-1, Volume I, SIDPERS User Manual.
 - c. Is used to reconcile the accountable/attached strength of the unit against rosters, unit manning reports, and other strength related documents.
 2. Detailed instructions for preparing and maintaining the PDC-SIDPERS are in Procedure 5-1, Volume I, SIDPERS User Manual.
- REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5041

REVIEW SIDPERS INPUT AND CONTROL DATA-AUTHENTICATION
AND TRANSMITTAL
(DA FORM 3815) (BATCH CONTROL FORM)

- CONDITIONS: Review DA Form 3815, SIDPERS Input and Control Data - Authentication and Transmittal; SIDPERS Change Reports; and/or Error Suspense Cards for accuracy. Use Volume I, SIDPERS User Manual to help in your review.
- STANDARDS: Make sure that each DA Form 3815, Batch Control Form, has the following information on the front.
1. Item 1. Date prepared
Item 2. Originator's code
Item 3. Batch number
Item 4. Appropriate To, Thru, and SIB address
Item 5. From unit designation and telephone number
Item 6. Input form, the number of each type form or error suspense card submitted, and the total number of all forms and cards submitted
Item 7. Name and title of certifying officer
Item 8. Grade and branch of certifying officer
Item 9. Leave blank
Item 10. Leave blank
Item 11. Leave blank
 2. Make sure each DA Form 3815 identifies the specific SIDPERS change reports and error suspense cards on the back of the carbon copy.
- PERFORMANCE MEASURES:
1. Submit a DA Form 3815 for each reporting period (each 24 hours beginning 0001 and ending 2400) in which SIDPERS Change Reports and/or Error Suspense Cards are submitted. SIDPERS Interface Branch negative reports are not needed. SIDPERS change reports for nonduty days are prepared and sent to the personnel office the next day.
 2. Each item needed on the front and back of the DA Form 3815 is explained in detail in paragraph 2-14, Volume I, SIDPERS User Manual. The explanation includes signature authority, suspense requirements, and retention and disposition of the form.
- REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5042

PREPARE/TRANSMIT PERSONNEL ACCOUNTING
INPUT DATA FOR SIDPERS

- CONDITIONS:** Prepare and transmit personnel accounting input data for SIDPERS, if the unit has Consolidation of Administration at Battalion Level (CABL).
- STANDARDS:** Make sure that all information needed by the battalion Personnel Administration Center (PAC) is accurate, complete and submitted within the allotted time.
- PERFORMANCE MEASURES:**
1. The company/battery is the source for input of personnel strength information for the battalion. This is also true under CABL. CABL makes it easier to account for personnel by reducing the information needed from company/battery, and by consolidating the requirement to prepare and transmit the SIDPERS forms at battalion level.
 2. The Consolidated Strength and Training Report (CSTR) replaces forms that were used by the company/battery under the SIDPERS system. This new form can be changed when data is no longer needed.
 3. If authorized by the company/battery commander, the first sergeant prepares and sends the form. (The company/battery commander's signature is not needed.) The form is handwritten and company files are kept IAW the unit SOP.
 4. If the company/battery is detached from its battalion, the reporting system remains as simple as is necessary. Procedures are determined by the unit, but the PAC can send a clerk with the detached company/battery if the company/battery is to be detached for a long time. If the company/battery is cross attached the company/battery clerk simply joins the new battalion's PAC.
 5. If you need to operate under the SIDPERS system and have to prepare and submit SIDPERS forms, follow the procedures outlined in:
 - a. DA Pam 600-8-1, The SIDPERS User Manual, Unit Level Procedures.
 - b. DA PAM 600-8-1, The SIDPERS User Manual, SIDPERS Guide for Commanders and Staff.

REFERENCES: DA Pam 600-8-1, Volume I, SIDPERS User Manual

093-425-5043

REVIEW SIDPERS OUTPUT DATA

- CON.DITIONS: Verify accuracy of SIDPERS output data if your unit has Consolidation of Administration at Battalion Level (CABL).
- STAN.DARDS: Check all reports for accuracy and make any corrections required by the battalion Personnel Administration Center (PAC). Return or dispose of report as required by PAC.
- PERFORMANCE MEASURES:
1. CABL reduces the company's administrative input for personnel accountability to the handwritten Consolidated Strength and Training Report (CSTR). (The CSTR is discussed in Task No. 093-425-5042, Prepare/Transmit Personnel Accounting Input Data For SIDPERS.) The battalion PAC prepares and transmits the strength accountability forms required by SIDPERS. Periodically, the PAC sends some SIDPERS output data back to company level so the reports can be reviewed for accuracy.
 2. The particular forms which are received for review and the frequency varies from unit to unit. The forms which you are likely to review are the:
 - a. Unit Manning Report. This report helps determine if soldiers are properly used and helps prepare the Unit Readiness Report.
 - b. Personnel Strength Zero Balance Report. This report tells the commander the total number of duty status categories which are on the SIDPERS Organization Master File and the SIDPERS Personnel File. It also gives the strength of a unit on a by name basis for each soldier assigned or attached. It is verified monthly by Military Personnel Class, duty status code, grade and name of each soldier.
 - c. Weekly Report of AWOLS by Name. This report tells the unit commander which soldiers in the unit are shown on the SIDPERS Personnel File in an AWOL or Dropped from the Rolls status.
 - d. Enlisted Personnel Eligible for Promotion. This report shows which grades E2 through E5 soldiers are eligible for promotion based on DA policy for time in service (TIS) and time in grade (TIG). The report shows the TIS and TIG needed for promotion and the number of months which may be waived (Chapter 7, AR 600-200).

093-425-5043 (continued)

- e. DA Form 2475-2 (Personnel Data - SIDPERS). This form and DA Form 2 help prepare personnel action requests, SIDPERS change reports, and help check unit strength against other rosters and reports.

REFERENCES: AR 600-200, Enlisted Personnel Management System

093-425-5044

PREPARE A NATIONAL AGENCY CHECK REQUEST

CONDITIONS: To meet a requirement of S2, prepare a National Agency Check (NAC) Request for a personnel security investigation. This is done before a security clearance is granted.

- STANDARDS:**
1. Have the soldier that is to be checked complete blocks 1 thru 16 of DD Form 1584 in pencil.
 2. Review the pencil copy to make sure it is correct and then prepare one copy of DD Form 1584. The copy may be printed or typewritten. Make sure that NAC is printed in bold letters and at the top center of the form.
 3. When complete mark and handle the form IAW the Privacy Act of 1974.
 4. Send the form to S2 as required by local directives or supplements.

- PERFORMANCE MEASURES:**
1. Section I - General.
 - a. Use DD Form 1584, National Agency Check Request, to request a personnel security investigation so a security clearance can be granted.
 - b. The soldier completes blocks 1 thru 16 in pencil and gives the form to the office or unit which is responsible for submitting the DD Form 1584 to higher headquarters. The information on DD Form 1584 must be correct, and readable. If possible, use a typewriter to fill out the form. To avoid delays, proof the information to make sure that it is correct.
 - c. Write NAC in large block letters at the top center of the form. This marking shows that a search for derogatory or other adverse information is needed to complete an NAC and if nothing derogatory or adverse is found during the search, the NAC becomes the basis for granting a clearance. The form is then forwarded as prescribed by local security directives and supplements to AR 604-5. Usually DD Form 1584 is sent to the next higher headquarters.

NOTE: Forwarding procedures may vary from installation to installation.

093-425-5044 (continued)

2. Section II - Detailed Instructions for Completing DD Form 1584. These instructions are keyed to each block on the form and are intended to clarify the printed instructions.

Return Results To. Write address of unit or staff section which has the authority to grant a clearance. Normally this is the division G2 or the Director of Security.

Request Date. Fill in the date that the request is submitted.

Block 1. Self-explanatory.

Block 2. Self-explanatory.

Block 3. List all aliases, nicknames, or name changes. If female and married, divorced, or widowed, write the subject's maiden name and married name. For example: Nee BROWN, MARY ALICE, AKA BLACK, ROBERT JOSEPH, MRS. If more space is needed, continue the listings of aliases in block 18.

Block 4. Write subject's social security account number. If subject does not have an SSAN, write *None*.

Block 5. Write month, day and year of subject's birth. Spell out or abbreviate the month. Write *June 5, 1929*, not *6-5-29*.

Block 6. Show city, county, and state of birth, if born in the United States. If foreign born write the city and political division of the country which differentiates cities of the same country. For example, write *Oberursel/Taunus, Hesse, Germany*.

Block 7. Write the subject's former military service number. Leave blank if service number is not known.

Block 8. Security Program.

(8a) Show if request is made under the military, civilian, or industrial security program. If military on active duty, write the subject's rank (such as O1, E2, etc.) beside the block checked.

(8b) Show if local files which have information about the subject, were checked with favorable results. If files were not available or if results were unfavorable, explain in block 18 and leave 8b blank.

(8c) Show which unit started this request (normally it is the same as the unit shown in the **Return Results To** block).

Block 9. List full name of the subject's father, mother, and spouse. Include the maiden names of female relatives.

Block 10. Give the date and place of birth for each family member. Use the same format as outlined in blocks 5 and 6 above.

Block 11. Give complete present address including street and house number of father, mother, and spouse. If deceased, give date of death.

Block 12. Show citizenship of father, mother, and spouse. If applicable, show alien registration numbers.

Block 13. List all places of residence for the subject from the individual's 18th birthday or the last 15 years, whichever is shorter. List them in order beginning with the current address and working backward. If the subject is under 21, list present and all addresses for the last three years. For all addresses give the beginning and ending month and year if possible.

093-425-5044 (continued)

Block 14. List each employment from the subject's 18th birthday to the present or for the last 15 years, whichever is shorter. List them in order beginning with the current employment and working backward. If the subject is under 21, list all employment for the last three years. Give employer's complete name, street and house number, city and state. Give month and year each employment began and ended. If the subject was unemployed and not attending school, show when each period of unemployment began and ended.

Block 15. Show the last civilian school attended. Give the name and complete address of the school and give month and year schooling began and ended.

Block 16. If a YES answer is given to any question in this block, explain fully in remarks section, block 18. Use additional sheets of plain paper if more space is needed to expand the answers to questions a through g of block 16.

- (1) Is the subject an alien or a naturalized citizen? If an alien, give alien registration number, date and port of entry, and the last Immigration and Naturalization Service Office where the subject registered. If the subject was a minor at the time of immigration, give parents' registration numbers and the date and port of entry. If the subject is a naturalized citizen, give the naturalization number, date, place and court where the certificate was issued. If citizenship was acquired by naturalization of the parent(s), give the name of the parent(s), date, place, and court.
- (2) Has the subject any foreign connections, employment or military service?
 - (a) Foreign Connections: Identify all foreign nationals or foreign organizations in the United States or abroad with which the subject is or has been connected.
 - (b) Foreign Relatives: List name, address and relationship of each relative residing in either a foreign country or in the United States as an alien. (Relatives to be included are brothers, sisters, children, guardians, step-parents and former spouses.)
 - (c) Foreign Employment: Indicate the name and location of the foreign firm or government agency which employed subject and list the inclusive dates of employment, if this has not been provided in response to block 14.
 - (d) Foreign Military Service: State the country, branch of military service, grade, service number, inclusive dates of service, and type of discharge. (This means service in the armed forces of a foreign government, not US military service abroad.)
- (3) Has the subject traveled or lived abroad other than for the United States Government? List each foreign country in which subject has traveled or lived other than as a direct result of United States Government duties. Provide inclusive dates and the purpose of all foreign travel.
- (4) Has the subject had employment requiring a security clearance or investigation? Name the employer and indicate the type of security clearance issued and/or investigation conducted. If known, provide the name of the agency that completed the investigation, the date, and the file numbers.

093-425-5044 (continued)

- (5) Is the subject now or previously employed by the Federal Civil Service or Armed Forces?
 - (a) If currently or previously employed by the United States Government, state the employing Federal agency or department and include the location and inclusive dates. If listed in block 14, write *See block 14* in the remarks block (block 18).
 - (b) If formerly a member of the United States Armed Forces, give branch of service, rank/grade, service number or SSAN, dates of service, and nature of discharge or separation. Coast Guard and Merchant Marine duty is considered to be military service.
 - (c) If now on active duty in the United States Armed Forces, write *Active Duty* and list branch of service, rank/grade and date active service started.
 - (d) If now a member of a reserve component of the Armed Forces, state if it is Reserve or National Guard, and give branch of service, unit designation and location, individual status, rank/grade, service number, or SSAN, and date of initial entry.
- (6) Has the individual QUALIFIED DD Form 398, Statement of Personal History, or a similar security form? This question is often answered wrong. Qualification of security forms means answers or remarks entered on the form which have security significance. Qualification also means a refusal to complete the security form. Specifically, qualification of DD Form 398 means a YES answer to any question in the provisions section of that form (For example, YES to any question in item 17, DD Form 398). Qualification does not mean the subject has or has not completed or filled out the forms.
- (7) Has the individual ever been addicted to drugs? If the individual is or ever has been addicted to habit-forming drugs, such as narcotics or barbituates, explain in detail giving dates and place or residence.

Block 17. Request Data. Leave blank.

Block 18. Remarks. List any arrests which were listed in block 18 of the individual's DD Form 398. This space may also be used to continue other items if insufficient space was provided. If additional space is needed, use a plain sheet of paper, write the individual's full name, grade, social security number, and Continuation Sheet—DD Form 1584 at the top left of any additional pages.

3. The results of the NAC is returned through channels to the G2 section. The G2 section receives a completed copy of the DD Form 1584 and sends it to the office which keeps the soldier's personnel file. The completed DD Form 1504 is put in the soldier's personnel file. If the unit that asked for the NAC is at brigade or lower, the division G2 tells the requestor the results of the NAC.

REFERENCES: AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material

093-425-5046

INSPECT SMALL ARMS AND SMALL ARMS AMMUNITION STORAGE FACILITIES

- CONDITIONS:** Inspect the unit's small arms and small arms ammunition storage facility. Use AR 190-11, AR 190-13, unit or higher headquarters physical security SOP, and/or locally produced security checklists.
- STANDARDS:** Inspect the physical security of the unit's small arms and small arms ammunition, and schedule and conduct a physical security inspection of the unit's small arms and small arms ammunition storage facility IAW AR 190-13.
- PERFORMANCE MEASURES:**
1. GENERAL. Schedule and conduct physical security inspections IAW AR 190-13. In addition to the required inspections, commanders or their designated representatives conduct unannounced inspections when appropriate to make sure that weapons and ammunition are properly inventoried and secured.
 2. SECURITY CHECKLIST (See Figure 1.) Use the checklist in Figure 1 as a guide. This checklist does not cover everything. In individual situations, there may be items of physical security interest or importance which are not included on the checklist. The person who conducts the inspection must be alert for such items and not merely check off items listed on the checklist. The checklist can be adopted and reproduced locally with appropriate heading, general information spaces, and column headings with boxes for yes or no checks.

PHYSICAL SECURITY INSPECTION CHECKLIST FOR UNIT FACILITIES FOR SMALL ARMS AND SMALL ARMS AMMUNITION (AR 190-11)

1. WAIVERS AND/OR EXCEPTIONS FOR SMALL ARMS AND SMALL ARMS AMMUNITION STORAGE FACILITY.

- | | | |
|----|---|--|
| a. | Has a valid waiver or exception been granted for specific requirements of AR 190-11? | ☐ Yes ☐ No |
| b. | Are the specific requirements listed in the granted waiver or exception being complied with? | ☐ Yes ☐ No |
| c. | Are the compensatory measures on which the waiver or exception is based in effect, and do they give enough security to make sure that the property in the storage facility is reasonably protected? | ☐ Yes ☐ No |

Figure 1.

093-425-5046 (continued)

2. BUILDING(S) WHICH ARE FOR SMALL ARMS STORAGE ONLY.

- a. Is the building used to secure small arms and not used for any unrelated activity? ☐ Yes ☐ No
- b. Are the walls masonry (concrete block, brick) or reinforced concrete with concrete floors? ☐ Yes ☐ No
- c. Is the roof and/or ceiling made of a fire resistant material which gives an equal or greater degree of security than does the approved protection for windows and doors? ☐ Yes ☐ No
- d. Are doors and windows limited to the number needed? ☐ Yes ☐ No
- e. Is the building marked as a restricted area? ☐ Yes ☐ No
- f. Are there steel mesh or steel bars covering the windows? ☐ Yes ☐ No
- g. Is the steel mesh fastened to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? ☐ Yes ☐ No
- h. Are the ends of the steel bars securely embedded in the building or welded to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? ☐ Yes ☐ No
- i. Are all windows locked at the close of the business day? ☐ Yes ☐ No
- j. Are all doors made of materials that make forced entry very hard? ☐ Yes ☐ No
- k. Are all doors, except the main one, fastened on the inside by locking bars? ☐ Yes ☐ No
- l. Are door frames fastened to the building in such a way that they cannot be removed from the casing? ☐ Yes ☐ No
- m. Is the main door locked by one or more high security padlocks? ☐ Yes ☐ No
- n. Are doors which swing outward mounted on fixed pin security type hinges, safety hinges, or the equivalent? ☐ Yes ☐ No
- o. Is there adequate outside and inside lighting? ☐ Yes ☐ No

3. BUILDINGS WHICH CONTAIN AN ARMS STORAGE ROOM.

- a. Are procedures established and applied strictly enough to reduce the opportunity for unobserved entry to the arms storage room located inside the building? ☐ Yes ☐ No
- b. Do internal procedures prevent loitering inside or outside the building near the arms room? ☐ Yes ☐ No

Figure 1 (continued)

093-425-5046 (continued)

4. ARMS STORAGE ROOM WITHIN A BUILDING.

- | | | | |
|----|--|------------------------------|-----------------------------|
| a. | Is the arms room marked RESTRICTED AREA? | ☐ Yes | ☐ No |
| b. | Are windows limited to the number needed? | ☐ Yes | ☐ No |
| c. | Are the windows covered with steel mesh or steel bars? | ☐ Yes | ☐ No |
| d. | Is the steel mesh fastened to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? | ☐ Yes | ☐ No |
| e. | Are the ends of the steel bars securely embedded in the building or welded to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? | ☐ Yes | ☐ No |
| f. | Are all windows locked at the close of the business day? | ☐ Yes | ☐ No |
| g. | Does the arms room have triple barrier protection? | ☐ Yes | ☐ No |
| h. | Are the doors made of steel bars which are welded to a grid with openings no larger than 32 square inches; or is the door solid wood and covered on the outside with steel plates of at least 12 gauge? | ☐ Yes | ☐ No |
| i. | Are the door hinges fixed pin security hinges or a type of hinge which gives equal security? | ☐ Yes | ☐ No |
| j. | If safety stud hinges are not used, are exposed hinge pins spot welded or fastened so they cannot be removed? | ☐ Yes | ☐ No |
| k. | Are all access doors to the arms room locked with approved locking devices? | ☐ Yes | ☐ No |
| l. | Is the locking device on the most secure door a high security padlock and hasp? | ☐ Yes | ☐ No |
| m. | Is one approved locking device on each door a triple barrier lock? | ☐ Yes | ☐ No |
| n. | If the arms room has a steel vault door, does the door have a built-in three position, dial type, changeable combination lock? | ☐ Yes | ☐ No |
| o. | Are doors that are not used for access to the arms room of equal structural strength as adjacent walls and locked so there is no access to the locking device from the outside? | ☐ Yes | ☐ No |
| p. | If a wire-mesh cage is used for the temporary storage of small arms does it conform with OCE Standard Drawing 40-01-41 and 40-21-01, and is it watched constantly? | ☐ Yes | ☐ No |
| q. | Is a prefabricated cage used as an inner liner to reinforce the arms room and show any forced entry? If so, is it used only when structural standards for the arms room cannot be met? | ☐ Yes | ☐ No |

Figure 1 (continued)

093-425-5046 (continued)

- r. In temporary buildings, are the outside walls of the arms room made of double wooden-wall thickness (standard stud construction)? ☐ Yes ☐ No
- s. In temporary buildings, are the inside walls, ceilings, and floors made so that at least one side of the surface is 1-inch doublenail tongue-and-groove wood sheathing or made of a material that will give equal security? ☐ Yes ☐ No

5. ARMS RACKS.

- a. Are all unused arms racks or containers locked with approved locking devices? ☐ Yes ☐ No
- b. Are all arms racks fastened together and then fastened to the wall or floor with bolts or with approved chains that are equipped with at least secondary locking devices? ☐ Yes ☐ No
- c. Do racks that use hinged locking bars have the hinge pins welded or fastened so they cannot be easily removed? ☐ Yes ☐ No
- d. Do locally made arms racks provide security equal to or greater than that provided by standard issue racks? ☐ Yes ☐ No
- e. Are all racks made so that when locked, a weapon cannot be removed by taking the rack apart? ☐ Yes ☐ No
- f. Are crew-served weapons and other weapons which will not fit into issue racks, secured in containers made of at least 22 gauge steel? ☐ Yes ☐ No
- g. If a Class 5 weapons container (Map and Plan Security Cabinet) is used by small, isolated units that have few weapons, is the container also protected by other physical security measures? ☐ Yes ☐ No
- h. If lockers are used as a substitute for racks, are the locks fastened to the structure? ☐ Yes ☐ No
- i. Are the hasps of the lockers installed so that they cannot be removed? ☐ Yes ☐ No
- j. Do the lockers have an approved locking device? ☐ Yes ☐ No
- k. Are the lock hinges installed so that they cannot be removed? ☐ Yes ☐ No

6. ADMINISTRATIVE CONTROL PROCEDURES.

- a. Are all weapons' serial numbers entered in unit and/or station property records and kept up-to-date? ☐ Yes ☐ No
- b. Are all weapons that are not in bulk storage inventoried by serial number at least once each month? ☐ Yes ☐ No

Figure 1 (continued)

093-425-5046 (continued)

- | | | | |
|----|---|------------------------------|-----------------------------|
| c. | Are written records of weapon inventories kept? | ☐ Yes | ☐ No |
| d. | Are weapons that are in bulk storage or in depots properly inventoried and the inventories made into written record? | ☐ Yes | ☐ No |
| e. | In addition to scheduled weapon inventories, are frequent unscheduled inventories conducted? | ☐ Yes | ☐ No |
| f. | When more than one unit uses the same arms room or weapons storage facility, are weapons separated and identified by unit? | ☐ Yes | ☐ No |
| g. | When more than one unit uses the same arms room or weapons storage facility, is each unit accountable for its own weapons? | ☐ Yes | ☐ No |
| h. | Are weapons cards issued to individuals? | ☐ Yes | ☐ No |
| i. | Is the weapons card turned in to the arms room when the weapon is withdrawn? | ☐ Yes | ☐ No |
| j. | Do individuals sign a weapons receipt register when weapons are removed from the arms room? | ☐ Yes | ☐ No |
| k. | Are there written procedures which tell how to issue weapons and ammunition during emergencies, field exercises, or when operational necessity demands that this equipment be issued quickly? | ☐ Yes | ☐ No |
| l. | Is the arms or ammunition storage facility checked periodically by a security or guard patrol, or unit personnel? | ☐ Yes | ☐ No |
| m. | Are all checks recorded? | ☐ Yes | ☐ No |
| n. | Are individuals who have weapons or ammunition told of their responsibilities and the importance of not losing weapons and/or ammunition? | ☐ Yes | ☐ No |

7. KEY AND LOCK CONTROL.

- | | | | |
|----|---|------------------------------|-----------------------------|
| a. | Are the keys to arms storage buildings, rooms, racks and containers kept separately from other keys? | ☐ Yes | ☐ No |
| b. | Are the keys available only to those individuals who have an official need to use them? | ☐ Yes | ☐ No |
| c. | Does the unit keep a current roster of individuals who need the keys? | ☐ Yes | ☐ No |
| d. | Are the keys limited to the number needed? | ☐ Yes | ☐ No |
| e. | Is the custody of keys transferred from one individual to another only after the individuals have conducted a visual inventory of weapons including a total count of weapons on hand? | ☐ Yes | ☐ No |
| f. | Is the change of custody of keys recorded? | ☐ Yes | ☐ No |

Figure 1 (continued)

093-425-5046 (continued)

- g. After duty hours, are the keys locked in a secure container away from the storage area or kept by the responsible duty officer/NCO or charge-of-quarters? ☐ Yes ☐ No
- h. Are keys left unattended or unsecured at any time? ☐ Yes ☐ No
- i. Is the removal of keys to arms storage buildings, rooms, racks, and/or containers away from the installation permitted? ☐ Yes ☐ No
- j. Can master keys be used? ☐ Yes ☐ No
- k. Are locks replaced when keys are lost, misplaced, or stolen? ☐ Yes ☐ No
- l. Is a key/lock custodian appointed on orders? ☐ Yes ☐ No
- m. Is a key control register kept to insure the administrative accountability for keys? ☐ Yes ☐ No
- n. Does the key control register have the signature of all individuals who have the key, date and hour of issue, serial number of key, initials of the person who issued the key, date and hour key was returned and the signature of the individual who accepted the returned key? ☐ Yes ☐ No
- o. Are padlocks locked to the staple or hasp when the area or container is open? ☐ Yes ☐ No
- p. Are quarterly inventories taken of all keys and locks? ☐ Yes ☐ No
- q. Are locks and locking devices securing weapons changed at least once a year? ☐ Yes ☐ No
- r. Are tools that are stored in the vicinity of the arms storage area kept in a locked container? ☐ Yes ☐ No

8. CONTROL PROCEDURES FOR SAFEGUARDING AMMUNITION AND EXPLOSIVES.

- a. Is the ammunition in the unit arms room, authorized by higher headquarters, inventoried daily, and stored and controlled as outlined in chapter 3, AR 190-11, and safety regulations? ☐ Yes ☐ No
- b. Is the ammunition assigned on unit property records inventoried monthly? ☐ Yes ☐ No
- c. Is a written record made of all ammunition inventories? ☐ Yes ☐ No
- d. Is the storage area for ammunition and/or explosives marked as a RESTRICTED AREA? ☐ Yes ☐ No
- e. When more than one unit uses the same ammunition storage facility are the stocks separated and identified by unit? ☐ Yes ☐ No

Figure 1 (continued)

093-425-5046 (continued)

- | | | |
|----|--|--|
| f. | Do written security procedures give responsibility for the security of the storage facility to one unit? | ☐ Yes ☐ No |
| g. | Is ammunition stored in the unit arms room kept in separate, locked containers? | ☐ Yes ☐ No |
| h. | Is the container firmly secured to the structure? | ☐ Yes ☐ No |
| i. | Is the ammunition storage area locked with a high security padlock and hasp? | ☐ Yes ☐ No |
| j. | Are ventilators or other openings covered with steel mesh or some material which protects the openings or ventilator from individuals or dangerous objects? | ☐ Yes ☐ No |
| k. | Is the control and accountability of the keys to the ammunition and/or explosive storage area controlled and accounted for? | ☐ Yes ☐ No |
| l. | Are locks securing the ammunition and/or explosive storage areas changed at least once a year? | ☐ Yes ☐ No |
| m. | Is any loose ammunition assigned on the unit property records not in counted, banded containers? | ☐ Yes ☐ No |
| n. | Does the monthly inventory of ammunition include an inspection and count of crated ammunition to make sure that bands and seals are intact? | ☐ Yes ☐ No |
| o. | Does the monthly inventory include the lot numbers of all ammunition in banded containers? | ☐ Yes ☐ No |
| p. | Have agencies or organizations responsible for securing large quantities of ammunition (i.e., bulk storage in depot, installation ammunition supply points, prestock points) made sure that an accurate system of accounting and inventory (cyclic inventory) is established and maintained? | ☐ Yes ☐ No |
| q. | To the extent possible, does the basic load ammunition storage room meet the same construction requirements as the small arms storage rooms? | ☐ Yes ☐ No |
| r. | Are all doors locked with approved locking devices? | ☐ Yes ☐ No |
| s. | Are fire-control measures and symbols posted? | ☐ Yes ☐ No |

9. SECURITY OF PRIVATELY OWNED WEAPONS.

- | | | |
|----|--|--|
| a. | Are privately owned weapons and ammunition or authorized war trophy firearms kept in locked containers, separate from military weapons and ammunition in the unit arms room? | ☐ Yes ☐ No |
| b. | Is the retention and storage of incendiary devices and explosives permitted | ☐ Yes ☐ No |

Figure 1 (continued)

093-425-5046 (continued)

- c. Has a receipt been issued for each privately owned weapon stored in the unit arms room? ☐ Yes ☐ No
- d. Is the receipt kept in the arms room when the owner has the weapon? ☐ Yes ☐ No
- e. Does the owner keep the receipt when the weapon is properly stored in the unit arms room? ☐ Yes ☐ No
- f. Are privately owned weapons taken from the unit arms room only after written approval is granted by the unit commander or authorized representative? ☐ Yes ☐ No
- g. Are state and local laws regarding registration and possession of firearms posted on the unit bulletin board? ☐ Yes ☐ No
- h. Are new personnel briefed on the rules governing the possession and use of privately owned weapons? ☐ Yes ☐ No
- i. Does the commander make unannounced inspections to make sure that privately owned weapons are stored and controlled properly? ☐ Yes ☐ No

10. INTRUSION DETECTION (ID) SYSTEMS.

- a. Are ID systems installed at permanent small arms storage areas? ☐ Yes ☐ No
- b. If not, have they been requested by the commander? ☐ Yes ☐ No
- c. Is there an SOP for the operation and maintenance of ID systems? ☐ Yes ☐ No
- d. Does the SOP include:
 - (1) Instructions for daily testing activation and/or deactivation and response to an alarm? ☐ Yes ☐ No
 - (2) Is there requirement that a log be kept which shows alarm activations by date, time, and type of activation (actual or false)? ☐ Yes ☐ No
- e. If the ID system has proven unreliable (excessive false alarms), is the system faulty or improperly installed? ☐ Yes ☐ No
- f. Does the user think the system is adequate? ☐ Yes ☐ No
- g. At the time of this inspection was the system working properly? ☐ Yes ☐ No
- h. Is the system suitable for its present location and environment? If not, explain in remarks. ☐ Yes ☐ No
- i. Will the system do the job? ☐ Yes ☐ No
- j. Does the user know that the alarm system merely detects unlawful entry into the protected area of beyond a predetermined point of approach to a protected object but does not prevent entry? ☐ Yes ☐ No

Figure 1 (continued)

093-425-5046 (continued)

- | | | | |
|-----|---|------------------------------|-----------------------------|
| k. | Are protective physical security measures built into the system, such as: | | |
| (1) | Height of reporting lines on poles? | ☐ Yes | ☐ No |
| (2) | The depth that reporting lines are buried in the ground? | ☐ Yes | ☐ No |
| (3) | Use of shielded transmission and power lines? | ☐ Yes | ☐ No |
| (4) | Control of access to the system equipment? | ☐ Yes | ☐ No |
| (5) | Use of seals on controls and exposed adjustment mechanisms? | ☐ Yes | ☐ No |
| (6) | Placement of transmission and power lines inside walls or metal conduit? | ☐ Yes | ☐ No |
| l. | If a loudspeaker is located on the outside of a building is it protected from the weather or willful tampering? | ☐ Yes | ☐ No |
| m. | Is the system underwriter approved? | ☐ Yes | ☐ No |
| n. | Was the system installed by underwriter approved service personnel? | ☐ Yes | ☐ No |
| o. | Is the system equipped with a 2-position lock switch for ON and OFF operation? | ☐ Yes | ☐ No |
| (1) | Are 2 or more keys available? | ☐ Yes | ☐ No |
| (2) | Are the keys controlled? | ☐ Yes | ☐ No |
| (3) | Can the system be turned ON and OFF from the outside? | ☐ Yes | ☐ No |
| p. | In addition to the ON and OFF switch, is the system equipped with electrical shunt switches for testing? | ☐ Yes | ☐ No |
| q. | Is it a multiple purpose system (smoke, water, heat, etc.)? | ☐ Yes | ☐ No |
| r. | Is the system equipped with a pilot light or with any other operational readiness indicator? | ☐ Yes | ☐ No |
| s. | If the system has an AC power supply, can it be automatically switched to DC power, if needed, for continuous protection? (Is a standby battery in place?) | ☐ Yes | ☐ No |
| t. | Does the system make an uninterrupted, silent protective circuit transfer using only a local visible indicator to signal when such a transfer has occurred? | ☐ Yes | ☐ No |
| u. | Can activating devices be quietly operated? | ☐ Yes | ☐ No |
| v. | Is the system maintained by cleared personnel? | ☐ Yes | ☐ No |
| w. | Is the alarm system properly maintained by: | | |
| (1) | Trained local maintenance personnel? | ☐ Yes | ☐ No |
| (2) | Readily available trained civilian maintenance personnel? | ☐ Yes | ☐ No |
| (3) | An appropriate service contract? | ☐ Yes | ☐ No |

Figure 1 (continued)

093-425-5046 (continued)

- x. Are records kept of all alarm signals received including:
- | | | |
|----------------------|------------------------------|-----------------------------|
| (1) Time? | ☐ Yes | ☐ No |
| (2) Date? | ☐ Yes | ☐ No |
| (3) Location? | ☐ Yes | ☐ No |
| (4) Action taken? | ☐ Yes | ☐ No |
| (5) Cause for alarm? | ☐ Yes | ☐ No |
- y. When the system has not been used for a long time is it tested often to make sure that it still works? ☐ Yes ☐ No
- z. Is the system tested often to learn if it can respond to alarm signals? ☐ Yes ☐ No
- aa. Is there any weakness in the system? ☐ Yes ☐ No
- ab. Is the system connected to a capable response element? ☐ Yes ☐ No
- ac. Are activating devices appropriately located and is there a sufficient number of activating devices? ☐ Yes ☐ No
- ad. Can the public see the equipment? ☐ Yes ☐ No
- ae. If the system sounds can it be heard on the premises? ☐ Yes ☐ No
- af. Are independent transmission lines used? ☐ Yes ☐ No
- ag. Are adequate spare parts, such as fuses and bulbs, readily available to the user? ☐ Yes ☐ No
- ah. Can personnel who use the equipment do minor maintenance, and install fuses and bulbs, if needed? ☐ Yes ☐ No
- ai. Does the system have a duress capability that can be used if an authorized person needs to deactivate the system while under duress? ☐ Yes ☐ No

11. LOSS, THEFT, OR RECOVERY OF WEAPONS, AMMUNITION AND EXPLOSIVES.

- a. How many weapons have been lost or stolen within the last 12 months? Amount _____
- b. How many lost or stolen weapons have been recovered during the last 12 months? Amount _____
- c. How many weapons have been the subject of a report of survey during the past 12 months? Amount _____
- d. If there was a loss, theft, or recovery of weapons, demolitions, or explosives was the local provost marshal notified promptly? ☐ Yes ☐ No

Figure 1 (concluded)

093-425-5046 (continued)

REFERENCES: AR 190-11, Physical Security of Weapons, Ammunition, and
 Explosives
 AR 190-13, The Army Physical Security Program
 FM 19-30, Physical Security

093-425-5047

PREPARE LEAVE CONTROL LOG FORM
(DA FORM 4179-R)

CONDITIONS: Prepare a DA Form 4179-R, Leave Control Log. Use Army Regulation 630-5; a completed DA Form 31, Request and Authority for Leave; and a blank DA Form 4179-R.

STANDARDS: As a minimum, make sure that DA Form 4179-R, Leave Control Log shows:

1. The correct control number for DA Form 31, Recorded Leave Request.
2. The needed information from DA Form 31.

NOTE: In a battalion that has a Personnel Administration Center (PAC), the leave control log is maintained at battalion level by the PAC. This task does not apply to a first sergeant in a unit operating under Consolidated Administration at Battalion Level (CABL) procedures.

**PERFORMANCE
MEASURES:**

1. DA FORM 4179-R, LEAVE CONTROL LOG.
 - a. Each organization responsible for approving leave keeps a DA Form 4179-R, Leave Control Log, that lists all approved DA Forms 31. Each approved DA Form 31 is given a control number starting with number 1 on the first day of each calendar year. The control number is entered in item 5 of DA Form 31 and on the leave control log. The DA Form 31 is not given a control number if the soldier is leaving for a permanent change of station (PCS) with travel involved. The soldier's name, grade, social security account number, and period of authorized absence are recorded on the log. The control log column headed control number and item 5 of DA Form 31 shows PCS (See Figure 1).
 - b. When leave is approved the suspense copy of DA Form 31 and the daily transmittal of pay documents are sent through the personnel officer to the servicing Finance and Accounting Office (F&AO). F&AO monitors closely the receipt of all incoming copies of DA Form 31 to make sure that the forms are received in numerical sequence. If the forms are not in sequence this is promptly resolved with the unit.

093-425-5047 (continued)

When the soldier returns from leave, the original copy of DA Form 31 marked to show any leave extension granted, is sent to F&AO. The F&AO matches the original copy with the suspense copy. If the soldier is reassigned on a PCS, the original copy is completed upon arrival at the new unit, and then sent to the new unit's F&AO. DA Form 4179-R is subject to audit.

2. PRODUCTION AND DESTRUCTION OF DA FORM 4179-R.
DA Form 4179-R may be locally reproduced. Each individual leave control log is kept by the organization for one year and then destroyed.

REFERENCES: AR 630-5, Leave, Passes, Administrative Absence, and Public Holidays

093-425-5060

MONITOR SHOP OPERATIONS

- CONDITIONS:** Monitor shop operations in a maintenance shop area. Use FM 9-59.
- STANDARDS:** Standards are met when all Performance Measures are done IAW referenced publications.
- PERFORMANCE MEASURES:**
1. Inspect the production control system (para 8-7 and 8-12, FM 9-59).
 2. Inspect the QA/QC program (para 7-43 and 8-14d, FM 9-59).
 3. Inspect technical publications library (para 8-31, FM 9-59).
 4. Make sure that files and records are correctly maintained (para 9-25, FM 9-59).
 5. Check shop office to see that all work which enters or leaves shop is being checked in and out correctly.
 6. Check shop office to see if work flow through the shop is controlled correctly (para 8-12c, FM 9-59).
 7. Check shop office to see if contact teams are sent out correctly (para 9-19, FM 9-59).
 8. Check shop office to see if reports are prepared properly (para 8-17, FM 9-59).
 9. Make sure that requests for needed parts are being given to Technical Supply.
 10. Check shop sections to see if supported units are receiving good services (para 9-21, FM 9-59).
 11. Check shop sections to see if maintenance on shop equipment is good (applicable equipment publication).
 12. Check shop sections to see if maintenance on float items is being done (para 7-47, FM 9-59).
 13. Check shop sections to see if records and reports are prepared properly, and if they give good feedback data to shop office.
 14. Check shop sections to see if SOJT and cross training are being done (para 6-9 and 6-14, FM 9-59).
 15. Check shop sections to see if safety programs are followed (para 5-7, FM 9-59).
 16. Check shop sections for good security (para 5-13 thru 5-17, FM 9-59).
- REFERENCES:** FM 9-59, Missile Support Unit Operations

093-425-5061

REVIEW MISSILE AND ROCKET EQUIPMENT REPORT
(DA FORM 3266)

CONDITIONS: Review DA Form 3266 Missile and Rocket Equipment Report.
Do this task in the maintenance shop area. Use
(C)AR 750-40.

STANDARDS: Standards are met when all Performance Measures are done
IAW referenced publications.

PERFORMANCE MEASURES:

1. Check to see if the report number taken from the Rocket and Missile Equipment Report Register is correct (para 3, (C)AR 750-40).
2. Check to see if status data (red, amber, or green) is correct on the report (para 3-6b(6), chap 3, TM 38-750).
3. Check for correct codes for blocks 2a thru 4a (para 6b, (C)AR 750-40).
4. Check for computation of MILSTRIP data entry, if applicable (para 6g and h, (C)AR 750-40).
5. Check DA Form 3266 to make sure that it is accurate ((C)AR 750-40).

REFERENCES: (C)AR 750-40, Missile and Rocket Equipment Report
(RCS AMC-139) (U)
TM 38-750, The Army Maintenance Management System (TAMMS)

APPENDIX A

CONSOLIDATED LIST OF REFERENCES

All references containing information on the subjects listed in this Soldier's Manual may not be listed here. New material is constantly being published and present references may become obsolete. See the DA Pam 310 series and instructional material catalogs to keep up-to-date.

ARMY REGULATIONS (AR)

15-6	Procedure for Investigating Officers and Boards of Officers Conducting Investigations
27-1	Judge Advocate Legal Service
27-10	Military Justice
30-1	The Army Food Service Program
37-101-1	Field Organization and Operating Instructions Under the Joint Uniform Military Pay System-Army (JUMPS-ARMY)
37-104-3	Military Pay and Allowances Procedures Joint Uniform Military Pay System (JUMPS-ARMY)
40-121	Uniformed Services Health Benefit Program
190-9	Military Absentee and Deserter Apprehension Program
190-11	Physical Security of Weapons, Ammunition, and Explosives
190-13	The Army Physical Security Program
310-1	Publications, Blank Forms, and Printing Managements
310-10	Military Orders
340-1	Records Management Program
340-2	Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve

ARMY REGULATIONS (AR)

340-15	Preparing Correspondence
340-18-1	The Army Functional File System-General Provisions
340-18-2	Maintenance and Disposition of Planning, Programing, Management, Historical and Combat Development Functional Files
340-18-3	Maintenance and Disposition of Finance and Fiscal Functional Files
340-18-4	Maintenance and Disposition of Legal and Information Functional Files
340-18-5	Maintenance and Disposition of Intelligence, Security, Military Police, and Mapping Functional Files
600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
600-50	Standards of Conduct for Department of Army Personnel
600-85	Alcoholic and Drug Abuse Prevention and Control Program
600-200	Enlisted Personnel Management System
601-280	Army Reenlistment Program
604-5	Clearance of Personnel for Access to Classified Defense Information and Material
630-5	Leave, Passes, Administrative Absence, and Public Holidays
630-10	Absent Without Leave and Desertion
635-200	Enlisted Personnel
680-1	Morning Report, Reports Control Symbol AG 140-R5
680-31	Military Personnel Asset Inventory and Strength Reconciliation

ARMY REGULATIONS (AR)

700-84	Issue and Sale of Personal Clothing
710-2	Materiel Management for Using Units, Support Units and Installations
735-5	General Principles, Policies, and Basic Procedures
735-11	Accounting for Lost, Damaged, and Destroyed Property
(C)750-40	Missile and Rocket Equipment Report (RCS AMC-139) (U)

DA PAMPHLETS (DA Pam)

27-14	Legal Guide for the Soldier
310-10	Guide for Publications Supply Personnel
310-13	Posting and Filing Publications
600-8	Military Personnel Office Management and Administrative Procedures
600-8-1	Volume 1, SIDPERS User Manual
750-1	Commander's Guide of Preventive Maintenance Indicators

FIELD MANUALS (FM)

9-59	Missile Support Unit Operations
19-30	Physical Security
21-6	How to Prepare and Conduct Military Training
25-2 (Test)	Unit Commander's Guide
27-1	Legal Guide for Commanders
29-23	Direct Support Maintenance Operations (Nondivisional)

TECHNICAL MANUALS (TM)

38-750 The Army Maintenance Management System (TAMMS)

750-245-4 Direct Support and General Support Quality
Control: Inspector's Inspection Criteria

TEC LESSONS

909-071-0045-F Punishment Under UCMJ

MISCELLANEOUS

Manual for Courts-Martial, United States, 1969 (Revised edition) (MCM)

APPENDIX B

SOLDIER'S MANUAL QUESTIONNAIRE

FM 9-24V5

As the user of this manual, you are a vital member of our writing team. Please provide us your opinion and suggestions by filling out this questionnaire. Be sure to include your name, AUTOVON number, and unit so we can follow up on your suggestions.

UNIT ADDRESS _____ AUTOVON _____

NAME _____
DUTY POSITION _____ RANK _____
TIME IN GRADE _____ TIME IN SERVICE _____

1. Are there any tasks that should be added? ☐ Yes ☐ No

2. Are there any tasks that should be dropped? ☐ Yes ☐ No

3. What would you do to improve the organization of the task list?

4. Did you have any trouble finding what you needed in this manual? ☐ Yes ☐ No

5. Did you have any trouble understanding the material in this manual? ☐ Yes ☐ No
If your answer is Yes, which part(s) was unclear?

6. Were the CONDITIONS the way you normally perform each task? ☐ Yes ☐ No

7. Did you disagree with any of the STANDARDS? ☐ Yes ☐ No

8. Did the TRAINING SECTION help you perform the tasks to the STANDARDS listed? ☐ Yes ☐ No

9. Did this manual help you to do a better job? ☐ Yes ☐ No

10. Did you find any errors? ☐ Yes ☐ No
If answer is Yes, please list.

Continued on next page

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FOLD ALONG DOTTED LINE

11. Should information from other publications be included in this manual? ☐ Yes ☐ No
If your answer is Yes, which and why.

12. **Trainers Only:** Did this manual help you improve the combat efficiency of your organization? ☐ Yes ☐ No

13. What would you do to improve this manual?

14. Comments:

Thank you for your time. Please remove this questionnaire, fold in half, staple, and drop in the mailbox. No stamp is needed.

STAPLE
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